

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

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

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

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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**

Public Works and Government Services Canada  
Telus Plaza North/Plaza Telus Nord  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

<b>Title - Sujet</b> Standing Offer: Motor Oil, Lubrica	
<b>Solicitation No. - N° de l'invitation</b> W0127-12P008/A	<b>Date</b> 2012-08-17
<b>Client Reference No. - N° de référence du client</b> W0127-12P008	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$EDM-940-9511
<b>File No. - N° de dossier</b> EDM-2-35053 (940)	<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 2012-10-02</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Daylight Saving Time MDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Piotrowski, Bernice	<b>Buyer Id - Id de l'acheteur</b> edm940
<b>Telephone No. - N° de téléphone</b> (780)497-3615 ( )	<b>FAX No. - N° de FAX</b> (780)497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE EDMONTON GARRISON 1 SVC BN SUP COY CMTT STN FORCES P.O.BOX 10500 EDMONTON ALBERTA T5J4J5 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>	
Raison sociale et adresse du fournisseur/de l'entrepreneur	
<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 (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>

**Standing Offer: Motor Oil, Lubricants, Antifreeze, etc. - DND Edmonton****TABLE OF CONTENTS****PART 1 - GENERAL INFORMATION**

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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, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided;   |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and  |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:   |
|        | 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;  |
|        | 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.  |

The Annexes include the Requirement, the Basis of Payment, Standing Offer reporting and the Consent to a Criminal Record Verification Form.

### 2. Summary

For the provision of packaged motor oil, lubricants, antifreeze, and related products, as required, to the Department of National Defence, CFB Edmonton, Edmonton, Alberta, during the period from date of issue to 30 September, 2015.

The Successful Offeror must be able to deliver to CFB Edmonton within 72 hours of request.

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.

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), 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

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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.

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## 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* Manual <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-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 (2012-07-11) 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.

#### 2.1 SACC Manual Clauses

M0019T Firm Price and/or Rates (2007-05-25)

M1004T Condition of Material (2011-05-16)

### 3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "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 Alberta.

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 (one hard copy)

Section II: Financial Offer (one hard copy)

Section III: Certifications (one 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 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 8.5 x 11 inch (216 mm x 279 mm) 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 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.

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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.



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## **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**

**1.1.1.1** Bidder must comply with the requirements of the Request for Standing Offer.

**1.1.1.2** Bidder must be able to provide at least 37 of the first 41 items listed in the Basis of Payment (Annex B) and must quote prices for those items.

#### **1.2 Financial Evaluation**

**1.2.1** Unit Prices for items 1-41 inclusive will be multiplied by the estimated usages shown for each of the three years. In the event that the Bidder has not provided a unit price for an item(s), then the highest price quoted out of all bids evaluated will be imposed for that item(s) .

**1.2.2** The mark up quoted in item 42 will be applied to the estimated annual expenditure for each of the three years.

**1.2.3** The results of the calculations performed in 1.2.1 and 1.2.2, above, will be added together to obtain the total bid price.

### **2. Basis of Selection**

An offer must comply with the requirements of the Request for Standing Offers 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. Certifications Required with the Offer

#### 1.1 Code of Conduct Certifications - Consent to a Criminal Record Verification

1.1.1 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),  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/229-eng.html> (Annex D)  
 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 - Certification

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

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

If the Offeror does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Offeror must fax

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(819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

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

- ( ) 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;
- ( ) is not subject to the FCP, being a regulated employer under the *Employment Equity Act*, S.C. 1995, c. 44;
- ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- ( ) is subject to FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC).

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

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## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

1.1 The Offeror offers to fulfil the requirement in accordance with the Requirement 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://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp) (<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 (2012-07-16) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### 2.2 Standing Offers Reporting

###### 2.2.1 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 quarterly basis to WST-PA-EDM@pwgsc-tpsgc.gc.ca.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;  
2nd quarter: July 1 to September 30;  
3rd quarter: October 1 to December 31;  
4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 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 date of issue to 30 September, 2015.

#### 4. Authorities

##### 4.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Bernice Piotrowski  
 Title: Supply Specialist  
 Public Works and Government Services Canada  
 Acquisitions Branch  
 Directorate: Western Region  
 Address: 5th floor, 10025 Jasper Ave. Edmonton AB T5J 1S6.  
 Telephone: 780-497-3615  
 Facsimile: 780-497-3510  
 E-mail address: Bernice.Piotrowski@pwgsc-tpsgc.gc.ca

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

##### 4.2 Project Authority

The Project Authority for the Standing Offer is:

TO BE PROVIDED AT TIME THAT STANDING OFFER IS ISSUED

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 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

Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 E-mail address: \_\_\_\_\_

#### 5. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: the Project Authority or their authorized representative.

#### 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 or electronic document.

#### 7. 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).

## 8. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ \_To be provided at time that standing offer is issued\_ (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 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.

## 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 (2012-07-16), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2012-07-16), General Conditions - Goods (Medium Complexity)
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Standing Offer Reporting;
- h) Annex D, Consent to a Criminal Record Verification;
- i) the Offeror's offer \_\_\_\_\_ (insert date of offer), \_\_\_\_\_ (if the offer was clarified or amended, insert at the time of issuance of the offer. "as clarified on \_\_\_\_\_" **or** "as amended \_\_\_\_\_". (insert date(s) of clarification(s) or amendment(s) if applicable).

## 10. Certifications

### 10.1 Compliance

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

## 11. Applicable Laws

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

## 12. SACC Manual Clauses

M3000C Price Lists (2006-08-15)

## B. RESULTING CONTRACT CLAUSES

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

### 1. Requirement

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

### 2. Standard Clauses and Conditions

#### 2.1 General Conditions

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

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

### 3. Term of Contract

#### 3.1 Delivery Date

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

### 4. Payment

#### 4.1 Basis of Payment - Firm Unit Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) as specified in Annex B for a cost detailed in the Call Up. 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.

#### 4.2 Limitation of Price

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

#### 4.3 Method of Payment

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

**OR**

SACC Manual clause H1001C Multiple Payments (2008-05-12)

*If applicable,*

#### 4.4 SACC Manual Clauses

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

C2605C Canadian Customs Duties and Sales Tax - Foreign-based Contractor (2008-05-12)

C2608C Canadian Customs Documentation (2010-08-16)

C2610C Customs Duties - DND - Importer (2007-11-30)

#### 4.5 Payment by Credit Card *(Use this clause if credit cards are accepted)*

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.

Each invoice must be supported by:

- (a) a copy of any other documents as specified in the Contract;
- (b) a copy of the published price list/evidence of cost to support the price charged for all items requested under item #42 of Annex B.

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 Requirements**

### **6.1 Insurance Requirements**

The Contractor must comply with the insurance requirements specified below in Articles 6.2 - 6.4. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

### **6.2 Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada, W0127-12P008.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)



i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

o. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

### **6.3 Automobile Liability Insurance**

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.

2. The policy must include the following:

a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence

b. Accident Benefits - all jurisdictional statutes

c. Uninsured Motorist Protection

d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

**6.4 Environmental Impairment Liability Insurance**

1. The Contractor must obtain Type 2: "Contractors Pollution Liability" insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per accident or occurrence and in the annual aggregate.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The Type 2: "Contractors Pollution Liability" policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada, W0127-12P008.
  - b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - c. Separation of Insureds: The policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.

**7. SACC Manual Clauses**

B7500C Excess Goods (2006-06-16)

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**ANNEX "A"****REQUIREMENT**

For the supply, delivery and offloading of packaged Motor Oil, Lubricants, Antifreeze and related automotive products as requested by the Department of National Defence, CFB Edmonton Garrison, Edmonton, Alberta.

Examples of items that are to be included under this SOA (unit sizes are found in Annex B)

- .. Gear Lube
- .. Engine Coolant
- .. Fuel Conditioner
- .. Antifreeze
- .. Degreaser
- .. Engine Oil
- .. Multi Purpose Grease

Examples of items that are to be excluded under this SOA:

- .. Bulk engine oil (delivered direct into DND tanks)
- .. Items that are covered under other Standing Offers
- .. Specialty products for aircraft

Major Exercises (more than 6 weeks in the field) throughout Alberta are expected at least once a year, and during those exercises, access to a reliable, time conscious supplier is a critical component of a successful exercise. During these exercises, successful suppliers must be able to deliver to CFB Edmonton Garrison within a 72 hour period or better.

**ANNEX "B"**

**BASIS OF PAYMENT**

- Prices are in Canadian Dollars
  - Prices do not include GST.
  - Customs duties, if applicable, are included in the prices shown.
  - Prices are FOB Destination, including delivery and offloading at CFB Edmonton, Edmonton Alberta, as shown on P1.
  - Drum charges are to be refunded upon return of drums.
  - As per the Alberta Used Oil Recycling Program a levy charge of \$0.05/ litre will apply, in accordance with the document at: [http://usedoilrecyclingab.com/webcura/files/260629\\_july\\_2012\\_updated\\_ehc\\_applicable\\_products\\_list.pdf](http://usedoilrecyclingab.com/webcura/files/260629_july_2012_updated_ehc_applicable_products_list.pdf)
- Changes in rates must be reported to the Project Authority and the Contracting Authority, and substantiated by Alberta Used Oil Recovery Program documentation.
- Bidders must be able to provide and must quote prices for at least 37 of the first 41 items shown for each year of the agreement. Items with the price(s) left blank will be treated as though the Bidder cannot provide them.
  - Bidders must provide prices for each of the years shown.
  - Estimated usages are for evaluation purposes. Actual usage may vary from amounts shown.
  - Bidders may recommend revisions to the description of equipment or method of pricing up to 10 days before bid closing, together with a justification for the proposed change. Canada may choose not to accept the recommendation proposed.

Delivery to DND Wainwright and Suffield may be requested if exercises are held in those locations.  
PLEASE INDICATE WHETHER OR NOT DELIVERY TO THESE BASES IS OFFERED, and if so, whether or not additional delivery charges will apply.

DND Wainwright, Denwood, Alberta  
Delivery Offered ? ☐ YES ☐ NO  
Additional Delivery Charge? ☐ YES ☐ NO

DND Suffield, Ralston, Alberta  
Delivery Offered ? ☐ YES ☐ NO  
Additional Delivery Charge? ☐ YES ☐ NO

**REFER TO THE TABLES FOLLOWING**

**TABLE I Prices for Year 1: Date of issue to 30 September, 2013**

Item	Nato Stock Number (NSN)	Size	Description	Unit Price	Unit of Issue	Estimated Annual Usage	Extended Price
1	8030-21-876-4192	340 G (12 Oz)	Corrosion Preventative Compound	\$ _____	CN	200	\$ _____
2	8030-21-888-6205	170 G (6 Oz)	Corrosion Preventative Compound	\$ _____	CN	200	\$ _____
3	8030-99-225-0248	50 ML	Locking Sealant	\$ _____	BT	100	\$ _____
4	8040-12-181-1710	20 GR	Adhesive	\$ _____	BT	100	\$ _____
5	9150-21-898-1599	20 Li	5W30 Synthetic Oil	\$ _____	CO	20	\$ _____
6	9150-01-537-5292	1 Li	15W40 Synthetic Oil	\$ _____	LI	50	\$ _____
7		20 Li	15W40 Synthetic Oil	\$ _____	CO	20	\$ _____
8		208 Li	15W40 Synthetic Oil	\$ _____	DR	5	\$ _____
9		1 Li	5W40 Synthetic Oil	\$ _____	LI	50	\$ _____
10		20 Li	5W40 Synthetic Oil	\$ _____	CO	20	\$ _____
11		208 Li	5W40 Synthetic Oil	\$ _____	DR	5	\$ _____
12		1 Li	0W40 Synthetic Arctic Grade Oil	\$ _____	LI	50	\$ _____
13		20 Li	0W40 Synthetic Arctic Grade Oil	\$ _____	CO	20	\$ _____
14		208 Li	0W40 Synthetic Arctic Grade Oil	\$ _____	DR	5	\$ _____
15		1 Li	0W30 Synthetic Arctic Grade Oil	\$ _____	LI	50	\$ _____
16		20 Li	0W30 Synthetic Arctic Grade Oil	\$ _____	CO	20	\$ _____
17		208 Li	0W30 Synthetic Arctic Grade Oil	\$ _____	DR	5	\$ _____
18	9150-21-898-1462	1 Li	75W90 Synthetic Gear Oil	\$ _____	CO	50	\$ _____
19	9150-21-904-0945	208 Li	75W90 Gear Oil	\$ _____	DR	20	\$ _____
20		208 Li	Synthetic Automatic Transmission Fluid	\$ _____	DR	5	\$ _____
21		20 Li	Synthetic Automatic Transmission Fluid	\$ _____	CO	20	\$ _____
22		1 Li	Synthetic Automatic Transmission Fluid	\$ _____	LI	20	\$ _____
23	6850-99-200-9927	18 ML Aerosol	Cold Starting Fluid	\$ _____	EA	100	\$ _____
24	6850-21-885-0864	208 Li	Windshield Washer Antifreeze	\$ _____	DR	20	\$ _____
25	6850-21-885-0863	4 Li	Windshield Washer Antifreeze	\$ _____	CO	200	\$ _____
26	9150-00-935-9810	208 Li	Hydraulic Fluid	\$ _____	DR	20	\$ _____
27	9150-00-754-2595	1.75 Lbs	Grease Molybdenum Disulfide	\$ _____	CN	20	\$ _____
28	9150-21-578-7503	5 Lbs	Grease	\$ _____	CN	20	\$ _____

**TABLE I Prices for Year 1: Date of issue to 30 September, 2013**

29	6850-20-A0A-3680	208 Li	Antifreeze Universal Green	\$ _____	DR	20	\$ _____
30	6850-20-A06-3004	4 Li	Antifreeze Universal Green	\$ _____	EA	100	\$ _____
31	6850-20-A0D-3286	4 Li	Antifreeze Pink	\$ _____	EA	100	\$ _____
32	6850-12-175-2583	208 Li	Antifreeze Heavy Duty Green	\$ _____	DR	20	\$ _____
33	6850-12-175-2582	4 Li	Antifreeze Heavy Duty Green	\$ _____	CN	100	\$ _____
34	6850-01-464-9096	208 Li	Antifreeze Premixed Heavy Duty Green	\$ _____	DR	20	\$ _____
35	6850-21-AAC-2791	4 Li	Antifreeze RV	\$ _____	CO	200	\$ _____
36	6850-21-AAL-2936	150 ML	Gasline Antifreeze	\$ _____	EA	500	\$ _____
37	6850-21-AAL-2937	500 ML	Gasline Antifreeze	\$ _____	EA	500	\$ _____
38	6850-21-AAL-3029	539 GR Aerosol	Brake Kleen	\$ _____	EA	200	\$ _____
39	9140-21-578-1040	4 Li	Kerosene	\$ _____	CO	200	\$ _____
40	9140-21-578-1090	208 Li	Kerosene	\$ _____	DR	50	\$ _____
41	9130-21-578-0394	4 Li	Naphtha	\$ _____	CO	300	\$ _____
42	Miscellaneous items, related to Petroleum, Oil and Lubricants will be charged at the Offeror's published price, less a discount of.....				%	estimated expenditure \$37,500.00, GST extra	

**TABLE II    Prices for Year 2:    01 October, 2013 - 30 September, 2014**

Item	Nato Stock Number (NSN)	Size	Description	Unit Price	Unit of Issue	Estimated Annual Usage	Extended Price
1	8030-21-876-4192	340 G (12 Oz)	Corrosion Preventative Compound	\$ _____	CN	200	\$ _____
2	8030-21-888-6205	170 G (6 Oz)	Corrosion Preventative Compound	\$ _____	CN	200	\$ _____
3	8030-99-225-0248	50 ML	Locking Sealant	\$ _____	BT	100	\$ _____
4	8040-12-181-1710	20 GR	Adhesive	\$ _____	BT	100	\$ _____
5	9150-21-898-1599	20 Li	5W30 Synthetic Oil	\$ _____	CO	20	\$ _____
6	9150-01-537-5292	1 Li	15W40 Synthetic Oil	\$ _____	LI	50	\$ _____
7		20 Li	15W40 Synthetic Oil	\$ _____	CO	20	\$ _____
8		208 Li	15W40 Synthetic Oil	\$ _____	DR	5	\$ _____
9		1 Li	5W40 Synthetic Oil	\$ _____	LI	50	\$ _____
10		20 Li	5W40 Synthetic Oil	\$ _____	CO	20	\$ _____
11		208 Li	5W40 Synthetic Oil	\$ _____	DR	5	\$ _____
12		1 Li	0W40 Synthetic Arctic Grade Oil	\$ _____	LI	50	\$ _____
13		20 Li	0W40 Synthetic Arctic Grade Oil	\$ _____	CO	20	\$ _____
14		208 Li	0W40 Synthetic Arctic Grade Oil	\$ _____	DR	5	\$ _____
15		1 Li	0W30 Synthetic Arctic Grade Oil	\$ _____	LI	50	\$ _____
16		20 Li	0W30 Synthetic Arctic Grade Oil	\$ _____	CO	20	\$ _____
17		208 Li	0W30 Synthetic Arctic Grade Oil	\$ _____	DR	5	\$ _____
18	9150-21-898-1462	1 Li	75W90 Synthetic Gear Oil	\$ _____	CO	50	\$ _____
19	9150-21-904-0945	208 Li	75W90 Gear Oil	\$ _____	DR	20	\$ _____
20		208 Li	Synthetic Automatic Transmission Fluid	\$ _____	DR	5	\$ _____
21		20 Li	Synthetic Automatic Transmission Fluid	\$ _____	CO	20	\$ _____
22		1 Li	Synthetic Automatic Transmission Fluid	\$ _____	LI	20	\$ _____
23	6850-99-200-9927	18 ML Aerosol	Cold Starting Fluid	\$ _____	EA	100	\$ _____
24	6850-21-885-0864	208 Li	Windshield Washer Antifreeze	\$ _____	DR	20	\$ _____
25	6850-21-885-0863	4 Li	Windshield Washer Antifreeze	\$ _____	CO	200	\$ _____
26	9150-00-935-9810	208 Li	Hydraulic Fluid	\$ _____	DR	20	\$ _____
27	9150-00-754-2595	1.75 Lbs	Grease Molybdenum Disulfide	\$ _____	CN	20	\$ _____
28	9150-21-578-7503	5 Lbs	Grease	\$ _____	CN	20	\$ _____

**TABLE II Prices for Year 2: 01 October, 2013 - 30 September, 2014**

29	6850-20-A0A-3680	208 Li	Antifreeze Universal Green	\$ _____	DR	20	\$ _____
30	6850-20-A06-3004	4 Li	Antifreeze Universal Green	\$ _____	EA	100	\$ _____
31	6850-20-A0D-3286	4 Li	Antifreeze Pink	\$ _____	EA	100	\$ _____
32	6850-12-175-2583	208 Li	Antifreeze Heavy Duty Green	\$ _____	DR	20	\$ _____
33	6850-12-175-2582	4 Li	Antifreeze Heavy Duty Green	\$ _____	CN	100	\$ _____
34	6850-01-464-9096	208 Li	Antifreeze Premixed Heavy Duty Green	\$ _____	DR	20	\$ _____
35	6850-21-AAC-2791	4 Li	Antifreeze RV	\$ _____	CO	200	\$ _____
36	6850-21-AAL-2936	150 ML	Gasline Antifreeze	\$ _____	EA	500	\$ _____
37	6850-21-AAL-2937	500 ML	Gasline Antifreeze	\$ _____	EA	500	\$ _____
38	6850-21-AAL-3029	539 GR Aerosol	Brake Kleen	\$ _____	EA	200	\$ _____
39	9140-21-578-1040	4 Li	Kerosene	\$ _____	CO	200	\$ _____
40	9140-21-578-1090	208 Li	Kerosene	\$ _____	DR	50	\$ _____
41	9130-21-578-0394	4 Li	Naphtha	\$ _____	CO	300	\$ _____
42	Miscellaneous items, related to Petroleum, Oil and Lubricants will be charged at the Offeror's published price, less a discount of.....				%	estimated expenditure \$37,500.00, GST extra	



**TABLE III Prices for Year 3: 01 October, 2014 - 30 September, 2015**

Item	Nato Stock Number (NSN)	Size	Description	Unit Price	Unit of Issue	Estimated Annual Usage	Extended Price
1	8030-21-876-4192	340 G (12 Oz)	Corrosion Preventative Compound	\$ _____	CN	200	\$ _____
2	8030-21-888-6205	170 G (6 Oz)	Corrosion Preventative Compound	\$ _____	CN	200	\$ _____
3	8030-99-225-0248	50 ML	Locking Sealant	\$ _____	BT	100	\$ _____
4	8040-12-181-1710	20 GR	Adhesive	\$ _____	BT	100	\$ _____
5	9150-21-898-1599	20 Li	5W30 Synthetic Oil	\$ _____	CO	20	\$ _____
6	9150-01-537-5292	1 Li	15W40 Synthetic Oil	\$ _____	LI	50	\$ _____
7		20 Li	15W40 Synthetic Oil	\$ _____	CO	20	\$ _____
8		208 Li	15W40 Synthetic Oil	\$ _____	DR	5	\$ _____
9		1 Li	5W40 Synthetic Oil	\$ _____	LI	50	\$ _____
10		20 Li	5W40 Synthetic Oil	\$ _____	CO	20	\$ _____
11		208 Li	5W40 Synthetic Oil	\$ _____	DR	5	\$ _____
12		1 Li	0W40 Synthetic Arctic Grade Oil	\$ _____	LI	50	\$ _____
13		20 Li	0W40 Synthetic Arctic Grade Oil	\$ _____	CO	20	\$ _____
14		208 Li	0W40 Synthetic Arctic Grade Oil	\$ _____	DR	5	\$ _____
15		1 Li	0W30 Synthetic Arctic Grade Oil	\$ _____	LI	50	\$ _____
16		20 Li	0W30 Synthetic Arctic Grade Oil	\$ _____	CO	20	\$ _____
17		208 Li	0W30 Synthetic Arctic Grade Oil	\$ _____	DR	5	\$ _____
18	9150-21-898-1462	1 Li	75W90 Synthetic Gear Oil	\$ _____	CO	50	\$ _____
19	9150-21-904-0945	208 Li	75W90 Gear Oil	\$ _____	DR	20	\$ _____
20		208 Li	Synthetic Automatic Transmission Fluid	\$ _____	DR	5	\$ _____
21		20 Li	Synthetic Automatic Transmission Fluid	\$ _____	CO	20	\$ _____
22		1 Li	Synthetic Automatic Transmission Fluid	\$ _____	LI	20	\$ _____
23	6850-99-200-9927	18 ML Aerosol	Cold Starting Fluid	\$ _____	EA	100	\$ _____
24	6850-21-885-0864	208 Li	Windshield Washer Antifreeze	\$ _____	DR	20	\$ _____
25	6850-21-885-0863	4 Li	Windshield Washer Antifreeze	\$ _____	CO	200	\$ _____
26	9150-00-935-9810	208 Li	Hydraulic Fluid	\$ _____	DR	20	\$ _____
27	9150-00-754-2595	1.75 Lbs	Grease Molybdenum Disulfide	\$ _____	CN	20	\$ _____
28	9150-21-578-7503	5 Lbs	Grease	\$ _____	CN	20	\$ _____

**TABLE III Prices for Year 3: 01 October, 2014 - 30 September, 2015**

29	6850-20-A0A-3680	208 Li	Antifreeze Universal Green	\$ _____	DR	20	\$ _____
30	6850-20-A06-3004	4 Li	Antifreeze Universal Green	\$ _____	EA	100	\$ _____
31	6850-20-A0D-3286	4 Li	Antifreeze Pink	\$ _____	EA	100	\$ _____
32	6850-12-175-2583	208 Li	Antifreeze Heavy Duty Green	\$ _____	DR	20	\$ _____
33	6850-12-175-2582	4 Li	Antifreeze Heavy Duty Green	\$ _____	CN	100	\$ _____
34	6850-01-464-9096	208 Li	Antifreeze Premixed Heavy Duty Green	\$ _____	DR	20	\$ _____
35	6850-21-AAC-2791	4 Li	Antifreeze RV	\$ _____	CO	200	\$ _____
36	6850-21-AAL-2936	150 ML	Gasline Antifreeze	\$ _____	EA	500	\$ _____
37	6850-21-AAL-2937	500 ML	Gasline Antifreeze	\$ _____	EA	500	\$ _____
38	6850-21-AAL-3029	539 GR Aerosol	Brake Kleen	\$ _____	EA	200	\$ _____
39	9140-21-578-1040	4 Li	Kerosene	\$ _____	CO	200	\$ _____
40	9140-21-578-1090	208 Li	Kerosene	\$ _____	DR	50	\$ _____
41	9130-21-578-0394	4 Li	Naphtha	\$ _____	CO	300	\$ _____
42	Miscellaneous items, related to Petroleum, Oil and Lubricants will be charged at the Offeror's published price, less a discount of.....				%	estimated expenditure \$37,500.00, GST extra	

**ANNEX "C"**

**STANDING OFFER USAGE REPORTS**

- Each Usage Report is to be comprised of data from completed Call Ups.
- The data must be submitted by Email on a quarterly basis to the Public Works and Government Services Canada Standing Offer Authority at WST.PA-EDM@pwgsc-tpsgc.gc.ca.
- The first due date is January 15, 2013, and reports are due every three (3) months thereafter.
- The Offeror hereby offers to provide information on completed Callups as per the format below;

<b>Supplier Name</b>		<b>Contact Name / Number:</b>	
<b>Standing Offer Number:</b>		<b>Period Covered</b>	

<b>Client Name &amp; Department Phone &amp; Facsimile Number</b>	<b>Callup Number</b>	<b>Dollar Value (GST Included)</b>
<b>(A) Total Dollar Value Call-ups for this reporting period:</b>		
<b>(B) Accumulated Call-Up totals to date:</b>		
<b>(A+B) Total Accumulated Call-Ups:</b>		

## **ANNEX "D"**

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



**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.

**A** **PRIVACY ACT STATEMENT**  
**ÉNONCÉ CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS**

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.

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.

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 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.

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.

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** **BIOGRAPHICAL INFORMATION - Must be completed by the individual**  
**RENSEIGNEMENTS BIOGRAPHIQUES - À remplir par l'individu**

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

☐ Male  
Masculin

☐ 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

<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