

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Travaux publics et Services gouvernementaux  
Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7 ième étage  
Montréal  
Québec  
H5A 1L6  
FAX pour soumissions: (514) 496-3822

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

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Service loc.dautobus HighwayCruiser	
<b>Solicitation No. - N° de l'invitation</b> W3380-11K025/A	<b>Date</b> 2012-05-17
<b>Client Reference No. - N° de référence du client</b> W3380-11K025	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MTA-125-12038	
<b>File No. - N° de dossier</b> MTA-1-34583 (125)	<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 2012-06-04</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Martel, Claude	<b>Buyer Id - Id de l'acheteur</b> mta125
<b>Telephone No. - N° de téléphone</b> (514) 496-3574 ( )	<b>FAX No. - N° de FAX</b> (514) 496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DE LA DEFENSE NATIONALE (VOIR HORAIRE DES CADETS) Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

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

**Issuing Office - Bureau de distribution**

Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7 ième étage  
Montréal  
Québec  
H5A 1L6



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Destination	Unit Price/Prix unitaire FOB/FAM	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Service de location d'autobus Highway Cruiser MINISTÈRE DÉFENSE NATIONALE 5E GROUPE DE SOUTIEN DE SECTEUR SECTEUR DE LA FORCE TERRESTRE-GARNISON ST-JEAN SERVICE SOUTIEN MATERIEL-APPROVISIONNEMENT La présente demande vise l'émission d'un contrat pour services de location d'autobus Highway Cruiser avec chauffeurs pour le programme d'échange International des cadet de l'air pour la période du 17 juillet 2012 au 31 juillet 2012. NIBB; V401C JOINT: ÉNONCE DE S BESOINS ET EXIGENCES - ANNEXE A FIXATION DE PRIX ET BORDEREAU DE SOUMISSION ANNEXE B ITINÉRAIRE DE VOYAGE FRANCAIS ET ANGLAIS	W3380	W3380	1	LO	\$	XXXXXXXXXXXX			

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2. Statement of Work
3. Communications Notification
4. Debriefings

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**List of Annexes:**

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**PART 1 - GENERAL INFORMATION****1. Security Requirement**

There is no security requirement associated with the requirement.

**2. Statement of Requirement**

The Work to be performed is detailed under Annex "A" - Requirements - of the resulting contract clauses.

**3. Communications Notification**

As a courtesy, the Government of Canada requests that successful bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the award of a contract.

**4. Debriefings**

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

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

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

The **2003 (11/05/16)** Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

#### 1.1 SACC Manual Clauses

Référence to Sacc	Section	Date
A3050T	Canadian Content Definition	2010-01-11

### 2. Submission of Bids

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

#### 2.1 Improvement of Requirement During Solicitation Period - A9076T - 2007-05-25

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 5 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

### **3. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than (\_5\_) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### **4. Applicable Laws**

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

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

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

## **1. Bid Preparation Instructions**

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

Section I: Technical Bid ( 1 hard copies)

Section II: Financial Bid ( 1 hard copies)

Prices must appear in the financial bid only as Annex B - Basis of payment-Pricing.  
No prices must be indicated in any other section of the bid.

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

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

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

3. Section III: Certifications

Bidders must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

## **1. Evaluation Procedures**

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

## **2. TECHNICAL AND FINANCIAL EVALUATION**

Bids not meeting the mandatory technical criteria stipulated will be declared non-responsive and will not be recommended for a second exam.

### **Mandatory Technical Criteria**

- A) Technical conformity with the specifications mentioned on Annex A - Requirements
- B) Daily Firm prices must be provided on Annex AA - FOB , DDP, including all delivery charges to all destinations mentioned on Annex B - Itinerary
- C) Compliance with the methods for setting the proposed prices
- D) Acceptance of other terms and conditions specified in the request for proposal

### **2.1 Financial Evaluation**

Basis of payment - Pricing : Daily firm prices are requested on Annex AA-Pricing

## **3. Basis of Selection**

- 1. To be declared responsive, a bid must comply with all the requirements of the bid solicitation and meet all mandatory technical evaluation criteria  
The responsive bid with the lowest total evaluated price will be recommended for award of a contract.



## **PART 5 - CERTIFICATIONS**

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

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

### **1. Certifications Precedent to Contract Award**

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

#### **1.1 Federal Contractors Program - Certification**

##### **1.1.1 Clause A3031T : Federal Contractors Program - over \$25,000 and below \$200,000**

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations.

Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

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

The Bidder or the member of the joint venture

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

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

## **1.2. Canadian Content Certification - clause A3055T -2010-01-11**

This procurement is limited to Canadian services.

**The Bidder certifies that:**

- ☐ **the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.**

## **PART 6 - RESULTING CONTRACT CLAUSES**

## **1. Security Requirement**

There is no security requirement associated with the requirement.

## **2. Statement of requirement**

The Contractor must perform the Work in accordance with the Statement of requirement at Annex "\_\_A\_\_" attached.

## **3. Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

### **3.1 General Conditions**

**2010C (2011/05/16), General Conditions** - Services (Medium Complexity) apply to and form part of the Contract.

## **4. Term of Contract**

### **4.1 Period of the Contract**

The period of the Contract is **from July 17, 2012 to July 31, 2012 inclusively** , for a total period of 15 days..

## **5. Authorities**

### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Claude Martel

Title: Contracting officer

Public Works and Government Services Canada

Acquisitions Branch

Address: Place Bonaventure

800 de la Gauchetière st West, ste 7300,  
Montréal, Qc  
H5A 1L6

Telephone: 514- 496-3574

Facsimile: 514-496-3822

E-mail address: claudemarie.martel@tpsgc.gc.ca

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

## **5.2 Contact at the Client's Department**

For all information related to invoicing and/or payments:

Name of department: Department of National Defence

Nome of contact : Louise Boucher

Telephone : 450-358-7099 x 6224

## **5.3 Contractor's Representative**

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

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

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

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

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

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

E-mail:\_\_\_\_\_.

## **6. Payment**

## 6.1 Basis of Payment - Firm price as Annex "AA"

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a \_\_\_\_\_ (insert "firm price" OR "firm unit price(s)" OR "firm lot price(s)", as specified in the contract OR in Annex \_\_\_\_\_) for a cost of \$ \_\_\_\_\_ (insert the amount at contract award). Customs duties are \_\_\_\_\_ (insert "included", "excluded" or "subject to exemption") and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

## 6.2 SACC clauses

Refence to	Section	Date
H1000C	Single Payment	(12/05/08)

## 7. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section 10 entitled "Invoice Submission" of the general conditions 2010C (2011-05-16) - goods and services.

## 8. Certifications

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

## 8.2 SACC Manual Clauses

Refence to Sacc	Section	Date
A3060C	Canadian Content Certification	(12/05/08),

## 9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (Insert the name of the province or territory as specified by the Bidder in its bid, if applicable)

## 10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) 2010C (2011/05/16), General Conditions - Services (Medium Complexity) apply to and form part of the Contract
- (c) Annex A, Statement of requirement;
- (d) Annex AA, Basis of payment - Pricing
- (e) Annex B , Itinerary 2012
- (f) the Contractor's bid dated \_\_\_\_\_ (insert date of bid) (If the bid was clarified or amended, insert at the time of contract award: ", as clarified on \_\_\_\_\_" or ", as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s))

## 11. Insurance

G1005C(12/05/08), Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

## ANNEX A

## AIM

1. The aim of this document is to outline the general and specific requirements for the lease of two (2) HIGHWAY CRUISER buses, with drivers, on behalf of the Department of National Defence (DND), represented by the RCSU (EASTERN) Movements Section, 5 Area Support Group, Saint-Jean Garrison, Saint-Jean-sur-Richelieu, Quebec.

## DESCRIPTION OF SERVICES

2. On a lease basis, supply two (2) HIGHWAY CRUISER buses with air conditioning. **The buses shall be 2010 or more recent models, and shall have a 56-passenger capacity.** The drivers of the two (2) buses shall be able to communicate via radio or cellular telephones. The buses shall have air conditioning, TV/DVD and washroom.

3. The buses provided shall be in perfect mechanical condition, in very good general condition, clean and safe, in accordance with the requirements of the applicable acts, regulations, standards and legislation. The drivers assigned must be able to speak both official languages. A travel itinerary with all additional information concerning this trip is attached at Annex B.

## DURATION OF CONTRACT

4. The contract shall begin on July 17, 2012, and end on July 31, 2012 inclusively, for a total period of fifteen (15) days. However, the two (2) buses and two (2) drivers shall not be required on July 28 and 29, 2012, for a total period of two (2) days.

## OBLIGATIONS OF THE LESSOR (CONTRACTOR)

### Visit prior to awarding the contract

5. A visit shall be made prior to the awarding of the contract, at the place of business to the lessor providing the most favourable bid for DND, by the Regional Cadet Support Unit (Eastern) Movements Officer, Capt F. Hébert or his delegate, in order to verify that the buses are in perfect mechanical condition, in very good general condition, clean and safe.

Confirmation that the various inspections required for the vehicles have been completed

6. During of the visit stated in Para 5 above, proof shall be provided and presented, indicating the annual, semi-annual or any other inspection required prior to the departure on July 17, 2012 have been completed, making sure to include the serial numbers of the vehicles/buses identified in the document "Bid Form - Price Quotation (Rate)". In the event that the various inspections required have not been completed, the lessor shall provide a replacement bus with proof that the various inspections required have been completed on that replacement vehicle. The replacement vehicle must be equivalent to the vehicle that was to be provided initially; the same model year or newer, including at least the same features.

#### Mandatory conditions for the drivers

7. The drivers assigned to this group must be able to speak both official languages, because the itinerary for this trip will take place in Ontario and Quebec. The drivers assigned to this group shall show caution and foresight on the road through the full duration of the trip.

#### Operating guidelines in the event of a breakdown with a vehicle

8. The lessor shall be available as required to respond to service requests in the event of a possible mechanical breakdown or operational problem with the vehicle. He shall provide all telephone numbers where he can be contacted at all times. The lessor shall make all necessary provisions and arrangements with the DND representative to resolve the problem as quickly as possible and ensure that the vehicle is moved to a safe area. The lessor agrees to provide a replacement vehicle equivalent to the vehicle provided initially, that is the same model year or newer including at least the same features, at no additional charge, as quickly as possible or at a minimum twelve (12) hours following the call from the DND representative.

9. The lessor must hold all necessary airport operating permits for the Macdonald-Cartier International Airport (airport in Ottawa, ON) and the Pierre Elliott Trudeau International Airport (airport in Dorval, QC).

10. The lessor shall be responsible for and pay all parking fees, airport fees and other possible fees associated with the various locations visited in accordance with the travel itinerary at Annex B.

11. The lessor shall comply with the requested departure points for both buses, as well as the requested arrival times in accordance with the travel itinerary in Annex B. The departure point for both buses will be Carleton University, 1125 Colonel By Drive, Ottawa, Ontario, K1S 5B6, and the arrival times will be 08:00 a.m. for bus A, and 11:00 a.m. for bus B.

#### Meals and lodging expenses for the drivers



12. The lessor shall be responsible for and pay all meals and lodging expenses for its drivers at all times except for the following dates, where this responsibility shall be taken in charge by DND as set out in the travel itinerary at Annex B. The lessor shall take this fact into consideration when submitting its bid.

Wednesday July 18, 2012 - lunch and dinner paid by DND

Thursday July 19, 2012 - lunch, dinner and lodging paid by DND

Friday July 20, 2012 - breakfast, lunch and dinner paid by DND

Sunday July 22, 2012 - lunch, dinner and lodging paid by DND

Monday July 23, 2012 - breakfast, lunch, dinner and lodging paid by DND

Tuesday July 24, 2012 - breakfast, lunch, dinner and lodging paid by DND

Wednesday July 25, 2012 - breakfast, lunch and dinner paid by DND

Thursday July 26, 2012 - lunch and dinner paid by DND

Friday July 27, 2012 - lunch paid by DND

Monday July 30, 2012 - dinner paid by DND

Tuesday July 31, 2012 - lunch and dinner paid by DND

## **PAYMENT**

13. Payment for the services shall be made within thirty (30) days following receipt of the invoice, in accordance with the price specified in the bid awarded by PWGSC (Annex AA).

## **INVOICING**

14. The lessor shall submit the original and one copy of each invoice to the attention of the DND representative at the following address:

Department of National Defence  
Material Support Service/Invoicing  
Saint-Jean Garrison H-103  
Saint-Jean-sur-Richelieu, QC  
J0J 1R0  
Attention: Invoicing section

## **ANNEX AA - PRICING**

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**PRICE QUOTATION (RATE)**

Lease of each vehicle (HIGHWAY CRUISER bus, 56-passenger, with driver, air conditioning, TV/DVD, washroom and equipped with a communication system via radio or cellular telephones).

Submit a **daily lease rate** for each vehicle (HIGHWAY CRUISER bus) available and offered for the period of the contract. Write below the make, model, passenger capacity, model year and serial number for each proposed vehicle as well as the daily lease rate.

**Vehicle 1**

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Passenger capacity: \_\_\_\_\_

Model year: \_\_\_\_\_

Serial number: \_\_\_\_\_

**Daily lease rate \$** \_\_\_\_\_**Vehicle 2**

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Passenger capacity: \_\_\_\_\_

Model year: \_\_\_\_\_

Serial number: \_\_\_\_\_

**Daily lease rate \$** \_\_\_\_\_**ANNEX B**

Solicitation No. - N° de l'invitation

W3380-11K025/A

Amd. No. - N° de la modif.

File No. - N° du dossier

MTA-1-34583

Buyer ID - Id de l'acheteur

mta125

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

W3380-11K025

CCC No./N° CCC - FMS No/ N° VME

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**ITINERARY 2011 - SEE PDF COPY**