



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire		Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
						Destination	FOB/FAM			
1	CESSNA CITATION II AIRCRAFT REPAIR , OVERHAUL , MODIFICATION , EXCHANGE	T8561	T8561	1	Each	\$	\$		See Herein	

**This Request for a Standing Offer (RFSO) is for a A National Standing offer to the repair, overhaul, modification/ exchange for the Cessna Citation II of the Department of Transport on an as and when requested basis also to provide repair and rectification and or exchange, during the period of the National Individual Standing Offer from October 1st 2013 to November 30, 2016.**

**Plus a two year option extension, with an option to extend an additional one year period from December 01, 2016 to November 30, 2018 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.**

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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The Request for Standing Offers (RFSO) is divided into six parts plus annexes:

- (i) Part 1, General Information;
- (ii) Part 2, Offeror Instructions;
- (iii) Part 3, Offer Preparation Instructions;
- (iv) Part 4, Evaluation Procedures and Basis of Selection;
- (v) Part 5, Certifications, and
- (vi) Part 6:  
6A, Standing Offer, and  
6B, Resulting Contract Clauses; and,  
the Annexes.

Part 1: provides a general description of the requirement;

Part 2: provides the instructions applicable to the clauses and conditions of the RFSO;

Part 3: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;

Part 4: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer and the basis of selection;

Part 5: includes the certifications to be provided;

Part 6A: includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

Part 6B: includes the clauses and conditions which will apply to any contract resulting from a "call-up" made pursuant to the Standing Offer.

Annex A is the Requirement.

Annex B is the Basis of Payment.

## **2. Summary**

This Request for a Standing Offer (RFSO) is for a National Standing offer to the repair, overhaul, modification/ exchange for the Cessna Citation II of the Department of Transport on an as and when requested basis also to provide repair and rectification and or exchange, during the period of the National Individual Standing Offer from October 1st 2013 to November 30, 2016. Plus a two year option extension, with an option to extend an additional one year period from December 01, 2016 to November 30, 2018 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 award of a standing offer does not bind Canada to any set amount of work to be assigned to the offeror. Standing offers may be awarded to more than one offeror, in which case Canada may issue a call-up against any of the standing offers resulting from this invitation, for any given work project in accordance with the Call-Up Procedures identified in PART 6A - Standing Offer.

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. Communications Notification**

As a courtesy, the Government of Canada requests that successful offerors notify the Standing Offer Authority in advance of their intention to make public an announcement related to the issuance of a standing offer.

## **4. 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 Manual issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Website: <http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>.

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.

## **3. Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority at least ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered .

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

## **4. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed by the laws in force in the province of Ontario.

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 (two hard copies)

Section II: Financial Offer (two hard copies)

Section III: Certifications (two hard copies)

**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 and how they will carry out the Work.

### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the "Annex B, Basis of Payment". The total amount of Applicable Taxes must be shown separately.

### **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. Mandatory Requirements

This solicitation contains mandatory requirements. Where a requirement of this RFSO is mandatory, it will be identified specifically with the word "Mandatory", an "(M)", or with a statement covering a section of this document. The words "shall" and "must", in the RFSO are to be interpreted as mandatory requirements.

Proposals must comply with each and every mandatory requirement. Any proposal, which fails to meet any of the Mandatory Requirements in Annex A, will be deemed non-responsive and will not be given further consideration. Each requirement must be addressed separately.

All terms and conditions stated in this RFSO including Part 6 Resulting Contract Clauses are mandatory unless otherwise indicated. **One (1) copy of Page One (1)** of this RFSO must be signed by the Offeror or by an authorized representative of the Offeror. The Offeror's signature indicates acceptance of all the terms and conditions set out or referred to in this Request for Proposal. Offerors must be aware that a proposal containing statement(s) implying that the proposal is conditional on modification of terms and conditions of the RFSO (which includes Annexes and all Appendices as applicable) and/or containing terms and conditions that supersede the terms and conditions of the RFSO will be considered non-responsive.

Offers will be evaluated solely on the information provided in each Offeror's submission. Offers not meeting all of the mandatory requirements will be given no further consideration.

It is the responsibility of the Offeror to obtain, from the Standing Offer Authority identified any clarification of the requirement contained in the RFSO prior to submitting its offer.

Any questions or concerns Offerors may have concerning any aspect of this requirement during the solicitation period and/or the subsequent evaluation period, up to and including the date of award, must be directed only to the Contracting Authority. Non-compliance with this condition during the above mentioned periods can (for that reason alone) result in disqualification of the Offeror's proposal.

## 1.2 Financial Evaluation

The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer.

The price of the offer will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FCA Free courier Contractor's facility Incoterms 2000, Canadian customs duties and excise taxes included.

The Total Assessed Price as defined in Annex B - Basis of Payment will be used to determine the lowest cost offer.

For the offeror's financial offer to be responsive, the Total Assessed Price (TAP) must be within 10% of the lowest TAP.

## 2. Basis of Selection - Mandatory Requirements

To be declared responsive, an offer must:

- (a) Comply with all the requirements of the solicitation; and
- (b) Meet all mandatory technical evaluation criteria; and
- (c) Provide a Total Assessed Price (TAP) within 10% of the lowest TAP.

Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive offers with the two lowest TAP will be recommended for award 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. Mandatory Certifications Required Precedent to Issuance of a Standing Offer**

### **1.1 Code of Conduct and Certifications - Related documentation**

By submitting an offer, the Offeror certifies that the Offeror and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Offer of Standard Instructions 2006 (OR insert 2007, as applicable). The related documentation therein required will assist Canada in confirming that the certifications are true.

### **2.1 Federal Contractors Program for Employment Equity - Certification**

The Federal Contractors Program for Employment Equity (FCP-EE) requires that some offerors 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 is subject to the FCP-EE, evidence of its commitment must be provided before the issuance of a standing offer.

Offerors who have been declared ineligible contractors by Human Resources and Social 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. Offerors may be declared ineligible contractors either as a result of a finding of noncompliance by HRSDC, or following their voluntary withdrawal from the FCP-EE for a reason other than the reduction of their workforce to less than 100 employees. Any offer from ineligible contractors will be declared non-responsive.

If the Offeror does not fall within the exceptions enumerated in (a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP-EE, the Offeror must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity (<http://www1.servicecanada.gc.ca/cgi-bin/search/efrms/index.cgi?app=profile&form=lab1168&dept=c&lang=e>), to the Labour Branch of HRSDC.

The Offeror certifies its status with the FCP-EE, as follows:

The Offeror

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

Solicitation No. - N° de l'invitation

T8493-130004/C

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

006cag

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

T8493-130004

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(c) ( ) is subject to the requirements of FCP-EE, having a workforce of 100 or more permanent full time, part-time or temporary employees 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;

(d) ( ) is subject to FCP-EE, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared ineligible contractor by HRSDC).

Further information on the FCP-EE is available on the following HRSDC Web site:  
<http://www.hrsdc.gc.ca/en/labour/equality/fcp/index.shtml>.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

### **A. STANDING OFFER**

#### **1. Offer**

The Offeror offers to fulfill the requirement in accordance with 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 Manual issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Website: <http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>.

##### **2.1 General Conditions**

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

#### **3. Price Lists**

Following issuance of a Standing Offer, it is the Offeror's responsibility to supply and update price lists and/or catalogues as Canada may require. The Offeror must provide one (1) copy of its catalogue and price list and updates to each Identified User requesting a copy. The Offeror must further send one (1) copy to the Standing Offer Authority at the address stated in the Standing Offer.

#### **4. Term of Standing Offer**

##### **4.1 Period of Standing Offer**

The period for making call-ups against the Standing Offer is from September 1st, 2013 to November 30th, 2016.

##### **4.2 Extension of Standing Offer**

At the Government's option, should the Standing Offer be authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two years period from December 01, 2016 to November 30th, 2018 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 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

(Derived from - Provenant de: M9014C, 2008-05-12)

## **5. Authorities**

### **5.1 Standing Offer Authority**

The Standing Offer Authority is the contracting officer named on page one (1) of this Standing Offer and is responsible for the management of this Standing Offer. Any changes to the Standing Offer must be authorized in writing by the Standing Offer Authority. The Contractor is not to perform work in excess of or outside the scope of this Standing Offer based on verbal or written requests or instructions from any government personnel other than the aforementioned officer.

### **5.2 Technical Authority**

The Technical Authority for the Standing Offer is identified in the call-up against the Standing Offer.

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

### **5.3 Offeror Contacts**

Name and telephone number of the person responsible for :

General Enquiries

Name: \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Facsimile No. \_\_\_\_\_

Delivery Follow-up

Name: \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Facsimile No. \_\_\_\_\_

## **6. Identified User**

The Identified User authorized to make call-ups against the Standing Offer is Transport Canada Aircraft Services Directorate.

## **7. Call-up Procedures**

### **7.1 Multiple Standing Offers**

The Offeror acknowledges that multiple Standing Offers have been issued for this requirement. Call-ups will be allocated among the Offerors in accordance with the call-up procedure described below.

## **7.2 Only Authorized Call-ups to be Accepted**

The Offeror agrees only to perform individual Call-ups made by an Identified User pursuant to this Standing Offer that do not exceed the applicable Limitation of call-up, outlined below.

## **7.3 Call-up Procedure**

The Technical Authority will establish the work to be performed by the call-up and will request each successful offeror to determine the level of effort required to perform the work based on the rates/prices contained in the standing offer. The Standing Offer that provides lowest price for a specific work project will be issued a call-up.

## **7.4 Call-up Instrument**

The work for a specific requirement will be authorized by the Identified User using for PWGSC-TPSGC 942, Call-up Against a Standing Offer.

## **8. Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$100,000.00 Can. (taxes included).

Requisitioning Authority - Individual call-ups against the Standing Offer not exceeding \$100,000.00 Can. (taxes included).

Contracting Authority: Individual Call-ups against the Standing Offer exceeding \$100,000.00 Can. (taxes included) will be forwarded to PWGSC for approval.

## **9. Financial Limitation - Total**

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$800,000.00 (to be completed at time of award) (Goods and Services Tax or Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three 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 (2010-01-11), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010C (2010-08-16), General Conditions - Services (Medium Complexity);
- e) Annex A - Requirement;
- f) Annex B - Basis of Payment
- g) the Offeror's offer dated \_\_\_\_\_

## 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 entire period 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 that it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, the Standing Offer Authority has the right to terminate any resulting contract for default and set aside the Standing Offer.

## 12. 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 Ontario.

## 13. Estimates

Where an estimate of the cost of performing specific work is required, the Identified User will provide the Offeror with a statement of the work required and the Offeror must provide the Identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Standing Offer. The Offeror must not undertake any of the specified work unless a call-up is issued by the Identified User. The estimated cost stated in the call-up must not be exceeded without specific written authorization of the Identified User.

## 14. Periodic Usage Reports

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 the following information on a biannual basis:

- A) A listing of each call-up #
- b) A brief description of each call-up
- c) The total billing for each call-up
- d) The total billing for the period.

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 to the Standing Offer Authority as follows:

1st half: April 1 to September 30;

2nd half: October 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.

## **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 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. Section 13 - Interest on Overdue Accounts will not apply to payments made by credit cards at point of sale.

### **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**

In consideration of the contractor satisfactorily completing all of its obligations under the call-up, the Contractor will be paid the firm price stipulated in the call-up, calculated in accordance with Annex B - Basis of Payment.

#### **4.2 Taxes-Foreign based Contractor**

Unless specified otherwise in the Contract, the price includes no amount for any federal excise tax, state or local sales or use tax, or any other tax of a similar nature, or any Canadian tax whatsoever. The price, however, includes all other taxes. If the Work is normally subject to federal excise tax, Canada will, upon request, provide the Contractor a certificate of exemption from such federal excise tax in the form prescribed by the federal regulations.

Canada will provide the Contractor evidence of export that may be requested by the tax authorities. If, as a result of Canada's failure to do so, the Contractor has to pay federal excise tax, Canada will reimburse the Contractor if the Contractor takes such steps as Canada may require to recover any payment made by the Contractor. The Contractor must refund to Canada any amount so recovered.

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## **5. Delivery, Inspection and Acceptance**

### **5.1 Maximum Delivery Date**

The Contractor shall be required to maintain a maximum delivery date of thirty (30) calendar days, commencing from the date of receipt of the order. However, if the above noted maximum delivery date for the respective item cannot be met, the Contractor shall promptly advise the Technical Authority and the Contractual Authority of the reasons for the anticipated delay and revised delivery dates. All overtime required to achieve the required delivery dates must be authorized, in advance, by the Technical Authority. Special consideration is to be given to AOG requests.

### **5.2 Packing**

Packaging shall be standard commercial packaging adequate to ensure safe arrival at destination. Items shall be packed to permit application of the lowest transportation rates or charges via the mode of carriage selected/authorized. In those cases where special packing, containers or crates are provided by Transport Canada, such protective shipping packages, containers or crates shall be used to return the unit to the consignee.

### **5.3 Labeling**

Manufacturer's number and specification number, where applicable, shall be on each item either printed on the container or on an adhesive label of highest commercial standard affixed to the container.

### **5.4 Shipping Instructions**

Unless otherwise specified by Transport Canada at the time of a specific request, shipments are to be made in bond, to destination, by the most direct and economical means of transportation consistent with normal shipping practices. (All copies of shipping documents shall show the DSS 942 requisition number and the Standing Offer serial number.)

### **5.5 Shipping Instructions - Delivery at Origin**

1. Goods must be consigned to the destination specified in the Contract and delivered common carrier FCA Free Carrier Contractor's facility Incoterms 2000 via Fed-Ex (Account Number 12454476-9) for shipments.
2. Canada is responsible for all delivery charges, administration, costs and risk of transport and customs clearance and customs duties, if applicable.

### **5.6 Customs Documents**

Shipments are to include the necessary Canadian Customs Documents which are to be distributed as follows:

- a) Two (2) copies with the shipment and,
- b) Three (3) copies mailed to the Consignee.

## **5.7 Inspection and Acceptance**

The Technical authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

## **5.8 Civil Aircraft Inspection (QAC J)**

The Contractor must inspect the Work described in the Contract in compliance with the requirements of the U.S. Federal Aviation Administration (FAA) and/or the Canadian Department of Transport (DOT) civil aircraft regulations. The Work is subject to verification by the Department of National Defence at destination. Proof of inspection must accompany each shipment.

The material must be released for shipment to the consignee(s) using properly completed FAA or DOT approved inspection documents. The completed inspection document(s) must be attached to, or enclosed with, each shipment, as applicable, in compliance with FAA/DOT regulations.

## **5.9 Certification**

Engines, components and accessories, new, repaired, overhauled or modified are to be covered by an FAA/Transport Canada Certification of Airworthiness, signed by an authorized representative of FAA or the Contractor, and one copy of the certification must go with the shipping documents and one copy must accompany the invoice. FAA Form 8130-3 serviceable tag where applicable, must be completed and attached to the units prior to shipment to consignees along with a copy of completed work order and completion of component history when included.

All Certifications shall be in accordance with F.A.R.Transport Engineering and Inspection Manual, Part 21 and FAA Advisory Circular 21-2 Canada Special Requirements.

## **5.10 Incomplete Assemblies**

The Contractor shall not ship incomplete assemblies against this order, unless prior authority for such shipment has been obtained from the Contracting Authority.

## 6. Insurance

### 6.1 Liability

The Contractor is required to satisfy Canada that it has resources available to satisfy any liability of the Contractor to Canada that may arise out of the Standing Offer or its breach, to a level of at least **the value of the Call-up**. If requested to do so, the Offeror shall provide to the Contracting Officer proof that it has at least that amount available in the form of working capital, realizable value of unencumbered fixed assets and/or liability insurance.

### 6.2 Liability Insurance

1. The Contractor shall maintain in force, throughout the period of performance of the Standing Offer, liability insurance in an amount which, together with the Contractor's working capital and the realizable value of its unencumbered fixed assets from time to time, would be sufficient to satisfy the maximum liability to Canada that the Contractor could incur under the Standing Offer.
2. At the request of the Contracting officer from time to time, the Contractor shall immediately provide to the Contracting Officer either (a) certificates evidencing the current status of the insurance required in subsection (1), which describe the coverage and any material exclusions from or limitations on the coverage, or (b) evidence that the Contractor requires no insurance to satisfy the requirements of subsection (1).
3. If the period of performance of the Standing Offer is longer than one year, the Contractor shall, at the request of the Contracting Officer, provide to the Contracting Officer, on each anniversary date of the execution of the Standing Offer during the period of performance of the Standing Offer, a breakdown of the current contribution of its working capital, realizable value of unencumbered fixed assets, and insurance toward its ability to satisfy the maximum liability to Canada that the Contractor could incur under the Standing Offer.

### 6.3 Limitation of Liability

Notwithstanding anything else in the Contract, the Contractor's liability to Canada for all losses suffered by Canada as a result of any breach of the Contractor's obligations to Canada under the Contract (including any such liability in tort, negligence or any other cause of action, and including liability for indirect or consequential damages), except any breach of the warranty provisions of the Contract, shall be limited to the value of the call-up. This clause shall not in any way limit the Contractor's liability to any third party (or to Canada for any amount in respect of the Contractor's liability to a third party that Canada is required to pay as a result of joint and several liability) or require any contribution by Canada in relation to any such third-party liability of the Contractor.

## 7. Terms of Payment

### **7.1 Method of Payment- Multiple Deliveries**

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- (a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada;
- (c) the Work delivered has been accepted by Canada.

### **7.2 Payment by Credit Card**

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

### **7.3 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 on the invoice is completed.
2. Invoices shall clearly indicate the following:
  - a) the date, name and address of the Consignee;
  - b) item number, quantity, part number and description;
  - c) Standing Offer serial number, call-up requisition number and financial codes;
  - d) the Canadian dollar amount invoiced (exclusive of the GST/HST) and the amount of GST/HST, where applicable.

If the above information is not contained on the invoice it may unnecessarily delay payment of such invoices.

## **8. Notice of Labour Disputes**

Whenever the Contractor or any subcontractor hereunder has knowledge that any actual or potential labour dispute is delaying or threatens to delay the timely performance of this contract, the Contractor shall immediately give notice thereof, including all relevant information with respect thereto, to the Contracting Officer.

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## **ANNEX A**

### **REQUIREMENT**

#### **1. Nature of Requirement**

A National Standing offer to the repair, overhaul, modification/ exchange for the Cessna Citation II of the Department of Transport on an as and when requested basis also to provide repair and rectification and or exchange, during the period of the National Individual Standing Offer from October 1 2013 to November 30, 2016.

Plus a two year option extension, with an option to extend an additional one year period from December 01, 2016 to November 30th, 2018 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.

*(Derived from - Provenant de: XBB036, 1996-10-29)*

#### **2. Technical Mandatory Requirements**

To be considered responsive, a bid must meet all of the mandatory requirements M1 to M11 below. Bids not meeting all of the mandatory requirements may be given no further consideration.

It is imperative that the contractor address each of these mandatory requirements in sufficient depth so as to allow the evaluators a full understanding of the contractor's capabilities.

M1 - A statement of compliance for each RFSO numbered clause is mandatory.

M2 - The offeror's financial proposal shall be provided at RFSO Part 6B, Section 4. Since there is no list of part numbers provided, the offeror may submit markups and/or discounts upon company's commercial price list catalogue or may want to submit prices upon provision of a Transport Canada individual purchase order.

M3 - The offeror must provide the following certification:

("We hereby certify that the price quoted is not in excess of the lowest price charged anyone else, including our most favoured customer for like quantity and quality of the product.")

M4 - The Offeror must include identification of key technical problems, if any, and outlines of solutions. (Identification of problems and justification of solutions is the responsibility of the contractor.)

M5 - The offeror must hold a FAA Repair station or Transport Canada Approved Maintenance Organization certificate for Cessna C550 aircraft and components and provide the certification. Airworthiness certificates must accompany each unit as laid out by the Canadian Aviation Regulations (CARs).

M6- The offeror must have access to the Cessna specifications and engineering data that is required to carry out repairs.

M7- The offeror must have a significant inventory of Cessna C550 aircraft shelf stock parts and supplies, and the ability to action Aircraft On Ground (A.O.G.) orders within 4 hours.

M8- The offeror must sell/provide only parts which are approved by and listed in the maintenance manuals that have been produced by the Original Equipment Manufacturer (OEM), or the original parts manufacturer. Parts Manufacturer Authority shall not be used unless approved by the technical authority.

M9 - In the event that negotiations are necessary with respect to this RFSO, the offeror must be prepared to carry out and complete such negotiations within thirty (30) days.

M10 - Canada reserves the right to reject any bid which does not comply with this solicitation. Any deviation is to be clearly identified and supported with full details.

M11 - Any offeror may be required to demonstrate to Canada's satisfaction that it is capable of successfully completing the Work in accordance with this solicitation.

Should the Offeror provide requested information to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the information in a confidential manner as provided in the Access to Information Act.

### **3. Authorization (Transport Canada)**

a) Immediately upon receipt of the components for repair and/or overhaul and/or inspection the Contractor will induct, test, disassemble and inspect for all defects, and list required parts and labour.

b) The Contractor shall submit a cost estimate and an estimated completion date to the Technical Authority for approval, prior to proceeding with the work. The Contractor will receive formal authorization from the Technical Authority by facsimile and/or DSS Form 942 to carry out the work specified therein.



c) The Contractor shall perform only the work for which authorization has been received. All other work required is to be reported to the Technical Authority and directions requested. Telephone requests to perform work are to be confirmed in writing either by facsimile or DSS Form 942.

d) If, while performing the work, it is determined that the price of the work authorized will exceed the estimated price of the DSS 942, the Contractor shall immediately contact the Technical Authority.

e) The complete overhaul of all arising is neither expected nor permitted under the terms of this Standing Offer. The intent rather is that full repair will be done and overhaul resorted to only where such is economically and technically justifiable.

f) If a component or accessory is found to be beyond economical repair (BER); "repair by replacement" authority shall be immediately obtained from the Consignee where the unit is considered a "critical" spares holding. Parts returned BER are to have attached complete teardown reports indicating reasons for BER and returned as is.

g) Recommended or optional modifications shall be incorporated only on approval of the Technical Authority.

h) Exchange units may only be provided upon prior approval of the Technical Authority.  
(Derived from - Provenant de: XBB034, 1996-10-29)

#### **4. Standard of Work**

Overhaul or repair shall be carried out in accordance with the latest amended manufacturer's maintenance and overhaul manuals, airworthiness directives, mandatory service bulletins, service letters and any other special instructions applicable to specific components.

(Derived from - Provenant de: XBB040, 1996-10-29)

#### **5. Material**

Material supplied must be new and conform to the latest issue of the applicable drawing, specification and/or part number that is in effect on the solicitation closing date.

(Derived from - Provenant de: B1000T, 2007-11-30)

#### **6. Tooling**

This Standing Offer does not provide authorization for the manufacture, fabrication or purchase of special equipment and tooling unless authorized to do so by the Contracting Authority.

(Derived from - Provenant de: XBB046, 1996-10-29)

#### **7. Progress Reports and Records**

1. Upon the Technical Authority's request, but not more than 3 times per year, the Contractor shall submit a written report for all Crown repairs carried out in the performance of the Work under the Standing Offer. The report will contain:

- a) a description of fault(s) found upon disassembly;
  - b) a list of parts replaced; and
  - c) a copy of the final test results for the certification of the unit.
2. Upon the Technical Authority's request, but not more than 3 times per year, the Contractor shall submit a progress report of units in plant for overhaul and/or repair, showing the percentage of work completed and the expected return date for each item. The report shall be submitted within ten (10) days of the request.
3. The Contractor is to make available strip reports when requested.

All reports shall be submitted as follows:

two (2) copies to:

Transport Canada  
Aircraft Services Directorate  
200 Comet Private  
Ottawa, Ontario, K1V 9B2  
Attention: Technical Authority

and one (1) copy to: the Contracting Authority.  
(Derived from - Provenant de: XBB047, 1996-11-04)

## **8. Outstanding Items Report**

Upon the Technical Authority's request, but not more than 3 times per year, the Contractor shall submit an outstanding items report. The reports shall provide the following information:

- a) total dollar value of Call-ups received to date against this Standing Offer;
- b) total dollar value of items on back order to date; and
- c) identification of items on back order and their estimated delivery dates to the Consignee(s).

The report shall be submitted as follows:

Two (2) copies to:

Transport Canada  
Aircraft Services Directorate  
200 Comet Private  
Ottawa, Ontario, K1V 9B2  
Attention: Technical Authority

One (1) info copy to the Standing Offer Authority.  
(Derived from - Provenant de: XBD28D, 1995-05-19)

Solicitation No. - N° de l'invitation

T8493-130004/C

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

006cag

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

T8493-130004

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## **9. Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$100,000.00 Can. (taxes included).

Requisitioning Authority - Individual call-ups against the Standing Offer not exceeding \$100,000.00 Can. (taxes included).

Contracting Authority: Individual Call-ups against the Standing Offer exceeding \$100,000.00 Can. (taxes included) will be forwarded to PWGSC for approval.

**ANNEX B****Basis of Payment**

The Offeror must submit firm prices, rates or both that will apply for the entire period of the Standing Offer.

The Offeror must submit firm hourly labour rates that will apply to repair activity related to this contract for the entire period of the Standing Offer.

The Offeror must submit a firm mark-up price for contractor/customer furnished materials, e.g. List plus 10% that will apply for the entire period of the Standing Offer.

The Offeror must submit a firm mark-up price for subcontract repair, e.g. subcontractor's invoice plus 10% that will apply for the entire period of the Standing Offer.

The price of the offer will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FCA Free Carrier Contractor's facility Incoterms 2000, Canadian customs duties and excise taxes included.

For the offeror's financial offer to be responsive, the Total Assessed Price (TAP) must be submitted with the offeror's financial offer.

The responsive offers with the two lowest TAP will be recommended for award of a Standing Offer.

For Offeror evaluation purposes, the TAP is the arithmetic sum of the elements outlined below.

		Oct 1/13 to Nov 30/16	Dec 1/16 to Nov 31/17	Dec 1/17 to Nov 31/18
i	Labour rate for all aircraft repairs, aircraft line maintenance and installation services	/hour	/hour	/hour
ii	Labour rate for all component repairs and certification	/hour	/hour	/hour
iii	Fixed mark up from landed dealer cost on parts embodied during aircraft repair	/unit plus %	/unit plus %	/unit plus %
iv	Discount (if any) from Manufacturer's parts exchange list price.	Part exchange price less % discount	Part exchange price less % discount	Part exchange price less % discount
v	5,000 of Contractor furnished materials			
	Sum = i+ii+iii+iv=v			
		(a)	(b)	(c)

**TOTAL ASSESSED PRICE (TAP) (M)= (a) + (b) + (c) = \_\_\_\_\_**