

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

**Bid Receiving Public Works and Government  
Services Canada/Réception des  
soumissions/Travaux publics et Services  
gouvernementaux Canada  
The Cambridge Building  
3 Queen Street/3, rue Queen  
Charlottetown  
Prince Edward Island  
C1A 4A2**

## 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

All enquiries are to be submitted in writing to the Contracting Authority, Darlene Reay, either by facsimile or by e-mail at: [darlene.reay@pwgsc.gc.ca](mailto:darlene.reay@pwgsc.gc.ca).

**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  
The Cambridge Building  
3 Queen Street/3 rue, Queen  
PO Box 1268/CP 1268  
Charlottetown  
Prince Ed  
C1A 4A2

<b>Title - Sujet</b> Standing Offer - General Maintenance	
<b>Solicitation No. - N° de l'invitation</b> E0226-141294/A	<b>Date</b> 2013-09-25
<b>Client Reference No. - N° de référence du client</b> R.001717.013	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWC-008-3304
<b>File No. - N° de dossier</b> PWC-3-36054 (008)	<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 2013-10-16</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Reay, D (PWC)	<b>Buyer Id - Id de l'acheteur</b> pwc008
<b>Telephone No. - N° de téléphone</b> (902)566-7518 ( )	<b>FAX No. - N° de FAX</b> (902)566-7514
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> General Maintenance Service Joseph A Ghiz Building 275 Pope Rd Summerside Prince Edward Island C1N 5Z7 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## TABLE OF CONTENTS

### PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefings

### PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Enquiries - Request for Standing Offers
4. Applicable Laws

### PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

1. Evaluation Procedures
2. Basis of Selection

### PART 5 - CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

### PART 6 - INSURANCE REQUIREMENTS

1. Insurance Requirement

### PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

#### A. STANDING OFFER

1. Offer
2. Standard Clauses and Conditions
3. Term of Standing Offer
4. Authorities
5. Identified Users
6. Call-up Instrument
7. Limitation of Call-ups
8. Financial Limitation
9. Priority of Documents
10. Certifications
11. Applicable Laws

## B. RESULTING CONTRACT CLAUSES

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

### List of Annexes:

- Annex A - Basis of Payment
- Annex B - Insurance Requirements
- Annex C Complete list of each individual who is currently on the Bidder's Board of Directors
- Annex D Statement of Work

## PART 1 - GENERAL INFORMATION

### 1. Introduction

The Request for Standing Offers (RFSO) template is divided into seven parts:

- (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, and
- (v) Part 5:
  - 5A, Standing Offer, and
  - 5B, Resulting Contract Clauses; and,
  - the Annexes.
- (vi) Part 6, Insurance Requirements
- (vii) Part 7, Standing Offer and Resulting Contract Clauses

Part 1: provides a general description of the requirement;

Part 2: provides the instructions applicable to the clauses and conditions of the RFSO and states that the Offeror agrees to be bound by the clauses and conditions contained in all parts 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, the security requirement, if applicable, 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 Statement of Work, the Financial Offer, the Insurance Requirements and a Reminder to submit a Complete List of names of all individuals who are currently directors of the Offeror.

## 2. Summary

Public Works and Government Services Canada has a requirement for the establishment of a Regional Individual Standing Offer (RISO). Work under this standing offer includes the provision of all labour, material, tools, test equipment, and equipment necessary to perform minor construction and/or minor repairs and maintenance to buildings and building equipment, including structural, electrical, mechanical and painting.

Location of the work is the Joseph A. Ghiz Building, 275 Pope Road, Summerside and Various Locations, PEI.

This agreement is subject to the provisions of the Agreement on Internal Trade.

## 3. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of notification that their offer was unsuccessful. The debriefing may be provided 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 (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/all>) 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 (2013-06-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

#### 1.1 SACC Manual clauses

SACC Manual clause M0019T (2007-05-25) Firm Prices and/or Rates

### 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.

Offers by facsimile will be accepted. Facsimile Number is (902)566-7514.

PLEASE NOTE ,THIS IS NOT A PUBLIC OPENING. TENDER RESULTS WILL NOT BE RELEASED PRIOR TO AWARD.

### 3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five ( 5 ) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

#### 4. Applicable Laws

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

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

#### Section I: Financial Offer

Offerors must submit their financial offer in accordance with "Annex "A", Basis of Payment". The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

#### Section II Certifications

Offerors must submit the certifications required under Part 5



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers, including the financial evaluation criteria.

#### 1.1 Financial Evaluation

1.1.1 Offerors will be evaluated on the basis of the lowest overall Total Estimated Amount in Canadian dollars, Applicable Taxes excluded. The Total Evaluated Price will be calculated using the estimated usage figures on the Unit Price Table (See Annex "A"). Offerors are required to bid on all line items in the unit price table or their offer may be considered non-responsive.

### 2. Basis of Selection

An offer must comply with the requirements of the Request for Standing Offer 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 and related documentation to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications and related documentation 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, to provide the related documentation 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 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. The related documentation therein required will assist Canada in confirming that the certifications are true.

## PART 6 - INSURANCE REQUIREMENTS

### 6.1 Insurance Requirement - M9015T (2011-05-16)

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex B .

If the information is not provided in the offer, 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

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

The Offeror offers to fulfill the requirement in accordance with the Specification at Annex "D".

#### 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 (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

##### 2.1 General Conditions

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### 3. Term of Standing Offer

##### 3.1 Period of the Standing Offer

The Standing Offer is for 2 years from the date of award.

#### 4. Authorities

##### 4.1 Standing Offer Authority

The Standing Offer Authority is:

Darlene Reay  
Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Real Property Contracting  
3 Queen Street  
Charlottetown, PEI  
C1A 4A2

Telephone: (902) 566-7518

Facsimile: (902) 566-7514

E-mail address: darlene.reay@pwgsc.gc.ca

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

#### 4.2 Project Authority

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

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

#### 4.3 Offeror's Representative

Name:

Telephone: ( )

Fax: ( )

E-mail:

#### 5. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Public Works & Government Services Canada

#### 6. Call-up Instrument

The Work will be authorized or confirmed by a service request.

#### 7. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Applicable taxes 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 determined at time of award (Applicable taxes 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 4 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 (2012-11-19), General Conditions - Standing Offers - Goods or Services
- d) the supplemental general conditions 2010C (2013-06-27), General Conditions - Services (Medium Complexity);
- e) Annex "D", Specification;
- f) Annex "A", Basis of Payment;
- g) Annex "B" - Insurance Requirements ;
- h) Any amendment issued or any allowable offer revision received before the date and time set for solicitation closing
- i) the Offeror's offer dated \_\_\_\_\_, as amended on \_\_\_\_\_;

## 10. Certifications

### 10.1 Compliance

Compliance with the certifications and related documentation 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, provide the related documentation or if 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 Prince Edward Island

## B. RESULTING CONTRACT CLAUSES

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

### 1. Statement of Work

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

### 2. Standard Clauses and Conditions

#### 2.1 General Conditions

2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services

2010C (2013-06-27), General Conditions - Services (Medium Complexity);

### 3. Term of Contract

#### 3.1 Period of the Contract

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

### 4. Payment

#### 4.1 Basis of Payment

Refer to "Annex "A", Basis of Payment"

#### 4.2 Limitation of Price

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

#### 4.3 Single Payment

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

### 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.



## 6. Insurance

### G1001C (2008-05-12) Insurance

The Contractor must comply with the insurance requirements specified in Annex B . 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 seven (7) days, and prior to award of Standing Offer, 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.

## **ANNEX A**

### **BASIS OF PAYMENT**

- 1) The Unit Price Table designates the work to which a Unit Price Arrangement applies.
  - (a) The Price per Unit and the Estimated Total Price must be entered for each Item listed.

Note: The estimated quantity entered in column four for each item is an estimate only, for service as and when required and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded.

## ANNEX A

### BASIS OF PAYMENT

#### Unit Price Table

Item	Class of Labour, Material or Plant	Unit	Estimated Total Quantity	Unit Price \$                      ¢	Estimated Total Price \$                      ¢
	<b>Carpenter</b>				
1	Rate per hour during normal working hours	Hour	800		
2	Rate per hour for emergency calls after normal working hours, nights, Saturdays, Sundays and Holidays	Hour	1000		
	<b>Mason</b>				
3	Rate per hour during normal working hours	Hour	100		
4	Rate per hour for emergency calls after normal working hours, nights, Saturdays, Sundays and Holidays	Hour	200		
	<b>Painter</b>				
5	Rate per hour during normal working hours	Hour	250		
6	Rate per hour for emergency calls after normal working hours, nights, Saturdays, Sundays and Holidays	Hour	1000		
	<b>Plumber</b>				
7	Rate per hour during normal working hours	Hour	200		
8	Rate per hour for emergency calls after normal working hours, nights, Saturdays, Sundays and Holidays	Hour	400		
	<b>Electrical</b>				
9	Rate per hour during normal working hours	Hour	200		
10	Rate per hour for emergency calls after normal working hours, nights, Saturdays, Sundays and Holidays	Hour	500		

**Refer to Next Page for remainder of Unit Price Table**

Item	Class of Labour, Material or Plant	Unit	Estimated Total Quantity	Unit Price \$                      ¢	Estimated Total Price \$                      ¢
	<b>Labourer</b>				
11	Rate per hour during normal working hours	Hour	700		
12	Rate per hour for emergency calls after normal working hours, nights, Saturdays, Sundays and Holidays	Hour	1,000		
	<b>Note:</b> <b>UNSPECIFIED MATERIALS:</b> Allowance for material estimated at \$100,000.00 will be charged at laid down costs plus a percentage mark-up. The extended price for materials is calculated by adding the mark-up quoted, to the total estimated expenditure.  ----- <b>Example</b> - \$500.00 estimated unspecified materials; 10% mark-up quoted = \$500.00 + \$50.00 (10% of \$500.00)    =    \$550.00				
13	<b>Unspecified Materials</b> Allowance for Unspecified Material	Estimated Expenditure \$100,000.00	Pricing: Offeror's Mark-Up on unspecified materials - % _____  Total for material: \$100,000.00 + (%) _____  = \$ _____  <b>Please carry number over to Estimated Total Price column</b>		
<div style="text-align: center;"><b>TOTAL AMOUNT OF TENDER</b></div> \$ _____					

Solicitation No. - N° de l'invitation

E0226-141294/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwc008

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

R.001717.013

File No. - N° du dossier

PWC-3-36054

CCC No./N° CCC - FMS No/ N° VME

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## ANNEX B

### Certifications Precedent to Standing Offer Award

- 1.. Proof of liability insurance for a minimum amount of two million (\$2,000,000) as specified below.

#### INSURANCE REQUIREMENTS

##### 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 the Department of National Defence.
  - (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.

Solicitation No. - N° de l'invitation

E0226-141294/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwc008

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

R.001717.013

PWC-3-36054

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## **ANNEX C**

### **COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE CURRENTLY DIRECTORS OF THE OFFEROR**

#### ***NOTE TO OFFERORS***

***WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS***



Solicitation No. - N° de l'invitation

E0226-141294/A

Amd. No. - N° de la modif.

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CCC No./N° CCC - FMS No/ N° VME

R.001717.013

PWC-3-36054

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## **ANNEX D**

### **STATEMENT OF WORK**

See ATT1