

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**
**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St. / 11, rue Laurier
Place du Portage , Phase III
Core 0A1 / Noyau 0A1
Gatineau
Québec
K1A 0S5
Bid Fax: (819) 997-9776

**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

Title - Sujet Machining service in workshop	
Solicitation No. - N° de l'invitation F3065-13N095/A	Date 2013-10-11
Client Reference No. - N° de référence du client F3065-13-IN095	
GETS Reference No. - N° de référence de SEAG PW-\$\$ML-027-24072	
File No. - N° de dossier 027ml.F3065-13N095	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-10-30	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Tamaro, Daniel	Buyer Id - Id de l'acheteur 027ml
Telephone No. - N° de téléphone (819) 956-5319 ()	FAX No. - N° de FAX (819) 956-0897
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address
**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution
 Marine Machinery and Services / Machineries et services
maritimes
 11 Laurier St. / 11, rue Laurier
 6C2, Place du Portage
 Gatineau
 Québec
 K1A 0S5

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
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

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PART 1 - GENERAL INFORMATION

1. Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
 - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 6B, 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 and the Basis of Payment, the Reporting Requirements and the Technical Evaluation Plan.

2. Summary

Fisheries and Oceans Canada requires a machining service for the repair of various components found on Canadian Coast Guard vessels moored in the limits of the Port of Quebec on a as required basis. The machining service requires transport of materials to and from the ship as well as the production of a small report with each task.

The standing offer will be valid for a period of one year with one (1) option year.

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

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3. Debriefings

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

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

The 2006 (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.

2. Submission of Offers

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

2.1 SACC Manual Clauses

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

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than four (4) 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.

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4. Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer two hard copy;

Section II: Financial Offer one hard copy; and

Section III: Certifications one hard copy

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

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

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

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

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and 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. Technical Evaluation

1.1.1 Mandatory Technical Criteria

To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory criteria as indicated in article 1.1 at page 1 of Annex "D" - Evaluation Plan.

1.2 Financial Evaluation

1.2.1 Evaluation of Price

As indicated in article 2 at page 1 of Annex "D" - Evaluation plan.

- a. Offerors must submit their firm prices and rates for the initial period and option period 1 in accordance with Annex "B" - Basis of Payment for each trade's hourly rate and fixed transportation cost. The fixed transport cost and hourly rates will be transferred to Annex "D" for financial evaluation.
- b. Prices must be submitted as follows:

The fixed transport cost and trade rates mentioned in Annex "B", are DDP destination, inclusive of all costs such as: travel, labour, overhead, material, operational expenses, profit and mark-up required to complete the machining services. For evaluation purposes, PWGSC is providing estimated hours as an evaluation factor for the machining services.
- c. The sub-totals indicated in part 2 of Annex "D" - Evaluation Plan are then added together to form the: Total initial period and Option period 1 total, who will be the financial proposition evaluated.
- d. The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

2. Basis of Selection

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2.1 Basis of Selection - Mandatory Technical Criteria Only

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria 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 documentation to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default, if any certification is found to be untrue whether during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with this request will also render the Offer non-responsive or may result in the setting aside of the Standing Offer or will constitute a default under the Contract.

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. The related documentation therein required will assist Canada in confirming that the certifications are true.

1.2 **Federal Contractors Program for Employment Equity - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [HRSDC-Labour's](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

2. Additional Certifications Precedent to Issuance of a Standing Offer

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

2.1 Canadian Content Certification

2.1.1 *SACC Manual clause A3050T (2010-01-11) Canadian Content Definition*

2.2 Canadian Content Certification

This procurement is limited to Canadian goods and Canadian services.

The Offeror certifies that:

() a minimum of 80 percent of the total price for the offer consist of Canadian goods and Canadian services as defined in paragraph 5 of clause A3050T.

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

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Department of Fisheries and Oceans requires machining services for the repair of various components found on Canadian Coast Guard ships moored in the limits of the Port of Quebec, on a as and when required basis. Machining service will requires the transportation of materials to and from the vessel as well as the production of a small report with each task.

1.2 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

2. Security Requirement

There is no security requirement applicable to this Standing Offer.

3. 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.

3.1 General Conditions

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

3.2 Standing Offers Reporting

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, including those paid for by a Government of Canada Acquisition Card.

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

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

1st quarter: October 1 to December 31;

2nd quarter: January 1 to March 31;

3rd quarter: April 1 to June 30;

4th quarter: July 1 to September 30.

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

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from Date of Standing Offer to 12 months after the date of Standing Offer inclusive.

(The Standing Offer Authority will insert the dates of the Standing Offer at contract issue).

4.2 Extension of Standing Offer

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional one year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Daniel Tamaro
Title: Senior Purchasing Assistant
Public Works and Government Services Canada
Acquisitions Branch
Marine Systems Directorate (ML)
6C2, Place du Portage III,
11 Laurier Street

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Gatineau, QC K1A 0S5

Telephone: 819-956-5319

Facsimile: 819-956-0897

E-mail address: Daniel.tamaro@tpsgc-pwgsc.gc.ca

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

5.2 Project Authority

The Project Authority for the Standing Offer is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

(The Standing Offer Authority will insert the Project Authority at at contract award).

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.

5.3 Offeror's Representative

Name: _____

Title: _____

Telephone : ____ ____ _____

Facsimile: ____ ____ _____

E-mail address: _____

(The Standing Offer Authority will insert the Offeror's Representative as specified by the Offeror in his Offer).

6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer are the naval engineering maintenance managers and the Chief Engineers of Fisheries and Oceans Canada, Canadian Coast Guard vessels - Quebec Region moored in the limits of the Port of Quebec.

7. Call-up Procedures

The Identified User responsible for the ship will request a firm price for specific work to be performed. The Contractor will present a detailed quote as per the Statement of Work to the client. The Work will be authorized by the Identified User issuing a PWGSC-TPSGC 942, Call-up Against a Standing Offer.

8. Call-up Instrument

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

9. Limitation of Call-ups

9.1 For the Identified Users

Individual call-ups against the Standing Offer must not exceed \$5,000.00 (Applicable Taxes included).

9.2 Standing Offer Authority

Individual call-ups against the standing offer of more than \$ 5,000.00 (including applicable taxes) shall be authorized by the Standing Offer Authority. Canada reserves the right to supply the specified services with a separate contract or through other procurement methods.

10. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$35,000.00 (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 four 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.

11. 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 general conditions 2029 (2013-04-25) - Conditions générales - biens ou services (faible valeur)
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C Reporting Requirements;
- h) The Offeror's offer dated _____ .

(The Standing Offer Authority will insert the Offeror's Representative as specified by the Offeror in his Offer).

12. Certifications

12.1 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.

13. 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 _____.

(The Standing Offer Authority will insert the Offeror's Representative as specified by the Offeror in his Offer).

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

2029 (2013-04-25), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

(The Standing Offer Authority will insert the following clause if *payment by credit cards is accepted by the offeror*).

Section 12 Interest on Overdue Accounts, of 2029, General Conditions - Goods or Services (Low Dollar Value) will not apply to payments made by credit cards.

3. Term of Contract

3.1 Period of the Contract

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

3.2 Period for execution

The Contractor must be able to work in the shop within twenty-four (24) hours of being called by the Identified User, unless notice to the contrary is given.

In case of such notice, the parties will agree on time frames according to the nature of the request.

4. Payment

4.1 Basis of Payment - Firm Unit Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the approved call-up against the Standing Offer, the Contractor will be paid a firm unit price(s) and Rate(s), in accordance with the applicable provisions as set out in the Basis of Payment at Annex "B" as specified in the call up against Standing Offer. Customs duties are included and Applicable Taxes are extra.

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

4.2 Limitation of Price

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

4.3 Multiple Payments

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

4.4 Prepaid Transportation Costs

SACC Manual clause C5201C (2008-05-12) Prepaid Transportation Costs

4.5 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

The following credit cards are accepted: _____ and _____.

(The Standing Offer Authority will insert the following text if the bidder accepts payment of invoices by credit card as specified by the Offeror in his Offer).

5. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. copy of the *PWGSC-TPSGC 942, Call-up Against a Standing Offer*
- b. a copy of the repair report
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the following address for certification and payment.

Pêches et Océans Canada - Garde côtière
Ingénierie Navale - Finances
101 Boulevard Champlain, rez-de-chaussée
Québec (QC) G1K 7Y7

- b. One (1) copy must be forwarded to the Standing Offer Authority identified under the section entitled "Authorities" of the Contract.

- c. one (1) copy must be forwarded to the consignee.

6. **Insurance**

SACC Manual clause G1005C (2008-05-12) Insurance

7. ***SACC Manual* Clauses**

B7500C (2006-06-16) - Excess Goods

8. **REPAIR REPORT**

A repair report will be required for each task. The report must contain the following:

- a. The date and time at which the repair request was made;
- b. The system serial number or description;
- c. The name and telephone number of the person who called;
- d. The date and time of the start and end of work as well as the number of hours for each work day;
- e. A description of the malfunction;
- f. A diagnosis of the defect;
- g. A list of materials and of all the replaced or installed parts;

- h. The name of the Contractor's Representative and his/her service location;
- i. The name (in block letters) and signature of the person in charge on the vessel, attesting that the material seems to function satisfactorily;
- j. The breakdown of the costs of labour and materials, if there are additional costs.

Two (2) copies of the report will be required and must be submitted to the Identified User.

ANNEX "A"

STATEMENT OF WORK

1.0 Description of the requirement

The Contractor shall provide, as required, machining services and the material and parts to repair various components found on all Fisheries and Oceans Canada, Canadian Coast Guard vessels moored in the limits of the Port of Quebec. The Contractor shall provide the transportation of the components to be repaired (out-and-back) between his shop and the ships moored in the limits of the Port of Quebec.

1.1 Cost Estimates

The Contractor must provide an estimate for each of the subsequent orders. This estimate must be approved by the Identified User.

Each estimate must indicate the number of hours for each job category and the expected cost of materials. The list of materials must be sufficiently detailed to permit identification of what material is being supplied (description) and what is the cost of each part to be replaced. Example Qty 2 No. 2212 bearings - \$6.00 each.

1.2 Service call

The Contractor must be able to work in the shop within twenty-four (24) hours of being called by the Identified User, unless notice to the contrary is given.

In case of such notice, the parties will agree on time frames according to the nature of the request.

The Contractor must be able to work overtime outside of regular hours, from Monday to Friday as well as Saturday and Sunday.

1.3 Workplace Safety

1.3.1 Regulations and standards

The Contractor is responsible for performing the work in accordance with the applicable regulations and standards.

2.0 Transportation of components

The contractor shall provide a fixed transportation costs for the transportation of the components to be repaired (out-and-back) between his shop and the ships moored in the limits of the Port of Quebec. No additional transportation cost will be paid for the transportation of the components.

3.0 Approval and acceptance

3.1 The Inspection Authority (IA) is the government person responsible for inspecting finished goods prior to their acceptance, and dealing with minor non-conformances. The Inspection Authority is identified in the task authorisation and may be the Technical Authority.

4.0 Repair report

A repair report will be required for all work. The report must contain the following:

- The date and time at which the repair request was made;
- The system serial number or description;
- The name and telephone number of the person who called;
- The date and time of the start and end of work as well as the number of hours for each work day;
- A description of the malfunction;
- A diagnosis of the defect;
- A list of materials and of all the replaced or installed parts;
- The name of the Contractor's Representative and his/her service location;
- The name (in block letters) and signature of the person in charge on the vessel, attesting that the material seems to function satisfactorily;
- The breakdown of the costs of labour and materials, if there are additional costs.

Two (2) copies of the report will be required and must be submitted to the Identified User.

ANNEX "B"**BASIS OF PAYMENT**

During the period of Contract, for Work performed in accordance with the contract, the Contractor will be paid as specified below:

The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below .

1.0 Working Hours

The normal working hours per day for principals, executives and Consultant's employees, shall be deemed to be eight (8) hours of any day during which they are actually engaged in the performance of the Services.

2.0 Professional Fees

The Contractor will be paid firm hourly rates and fixed rates as follows::

2.1 During normal working hours

Initial Contract Period		Option Period 1	
Trade	hourly rate(\$)	Trade	hourly rate(\$)
Machinist	\$	Machinist	\$
day labourer	\$	day labourer	\$

2.2 Outside normal working hours, Monday to Saturday

Initial Contract Period		Option Period 1	
Trade	hourly rate(\$)	Trade	hourly rate(\$)
Machinist	\$	Machinist	\$
day labourer	\$	day labourer	\$

2.3 Outside normal working hours, Sundays and holidays

Initial Contract Period		Option Period 1	
Trade	hourly rate(\$)	Trade	hourly rate(\$)
Machinist	\$	Machinist	\$
day labourer	\$	day labourer	\$

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2.4 Fixed transportation costs

Initial Contract Period		Option Period 1	
Transport	Rate (\$)	Transport	Rate (\$)
	\$		\$

The Contractor shall provide a fixed transportation rate, round trip, for the transport of components between the contractor's shop and ships moored within the Port of Quebec.

3. Material and replacement parts

Net laid-down cost of materials and replacement parts to which will be added a mark-up of 10 percent, plus Applicable Taxes.

ANNEX "C"

REPORTING REQUIREMENTS

1. Suppliers must report on a quarterly basis on the call-up/contract activities. Such reports may contain, but are not limited to, the following information:

- i. the standing offer number;
- ii. the supplier name;
- iii. the reporting period;
- iv. the call-up/contract number for each call-up/contract, including amendments;
- v. the client department;
- vi. the contracting authority;
- vii. the date of the call-up/contract;
- viii. the call-up/contract period;
- ix. the line items acquired/services provided;
- x. the value of the call-up/contract, Goods or Services Tax/Harmonized Sales Tax included, as applicable.

ANNEX D

EVALUATION PLAN

1. Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fails to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

1.1 Mandatory Technical Criteria	
No	Description of Criteria
M.1	The bidder must demonstrate that he has at least one machinist in its employment on a permanent basis having at least two (2) years' experience.
M.2	The bidder must demonstrate that he has have a machine shop capable of the following machining operations: Turning, boring, drilling, milling, broaching, sawing, polishing, planing, tapping and cutting
M.3	The bidder must demonstrate at least five machining services of common components encountered on a ship that the bidder has completed in the last five (5) years. Bidder will supply description of the part or item worked on and the machining operations listed in M.2 that were used during the project. Example: repair of WIDGET, steering component: cutting, tapping, polishing and painting.

PWGSC and / or CCG reserves the option of visiting the bidders facilities in order to validate that the equipment required for the machining operations indentified in M.2 is as indicated in by the bidder in his bid.

2. FINANCIAL EVALUATION

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The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

For evaluation purposes, PWGSC is providing estimated quantities for the machining services.

Initial period				Option period 1			
During normal working hours				During normal working hours			
Trade	Hourly rate(\$)	Hours	Sub-total	Trade	Hourly rate(\$)	Hours	Sub-total
Machinist	\$	295		Machinist	\$	295	
Day labourer	\$	10		Day labourer	\$	10	
Outside normal working hours, Monday to Saturday				Outside normal working hours, Monday to Saturday			
Trade	Hourly rate(\$)	Hours	Sub-total	Trade	Hourly rate(\$)	Hours	Sub-total
Machinist	\$	9		Machinist	\$	9	
Day labourer	\$	1		Day labourer	\$	1	
Outside normal working hours, Sundays and holidays				Outside normal working hours, Sundays and holidays			
Trade	Hourly rate(\$)	Hours	Sub-total	Trade	Hourly rate(\$)	Hours	Sub-total
Machinist	\$	7		Machinist	\$	7	
Day labourer	\$	1		Day labourer	\$	1	
Delivery				Delivery			
Transport cost	Rate	Round trips	Sub-total	Transport cost	Rate	Round trips	Sub-total
Transport cost	\$	11		Transport cost	\$	11	
Total initial period				Total option period 1			
Total initial period and Option period 1							