

**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**

<b>Title - Sujet</b> Équipement Sportif	
<b>Solicitation No. - N° de l'invitation</b> W3380-13B004/A	<b>Date</b> 2013-11-25
<b>Client Reference No. - N° de référence du client</b> W3380-13-B004	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PR-757-63973	
<b>File No. - N° de dossier</b> pr757.W3380-13B004	<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 2014-01-06</b>	
<b>Time Zone</b> Fuseau horaire Eastern Standard Time EST	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Papineau (PR Div.), Alain	<b>Buyer Id - Id de l'acheteur</b> pr757
<b>Telephone No. - N° de téléphone</b> (819) 956-0389 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DE LA DEFENSE NATIONALE 2 CPRC, 745, RUE GRAND-BERNIER N. SUITE 300,ATTN: ADJ. MARCO LAPOINTE STJEAN RICHELIEU Québec J3B8H7 Canada	

**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**

Clothing and Textiles Division / Division des vêtements et  
des textiles  
11 Laurier St./ 11, rue Laurier  
6B1, Place du Portage  
Gatineau, Québec K1A 0S5

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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM	Del. Offered Liv. offerte
1	Acquisition D'équipement sportif pour les Rangers du Ministère de la Défense Nationale - Garnison St-Jean. <ul style="list-style-type: none"> <li>La présente demande vise l'achat de kits de tir à l'arc et de canoés. Le tout en conformité avec les annexe A et B ci-jointes.</li> <li>Kits de Tir à l'Arc</li> </ul>	W3380	W3380	1	Lot	\$ XXXXXXXXXXXX	
2	Canots et pagaies - nibs N1904A	W3380	W3380	1	Lot	\$ XXXXXXXXXXXX	

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## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is no security requirement associated with the requirement.

### **2. Requirement**

The Department of National Defence has a requirement as described in Annex A and Annex B.

#### **2.1 Delivery Requirement**

All firm deliverables should be completed by March 31, 2014.

### **3. Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

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

<https://buyandsell.gc.ca/policy-and-guidelines//standard-acquisition-clauses-and-conditions-manual/all>

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

The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 4.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

### **2. Submission of Bids**

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

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

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

#### **4. Applicable Laws**

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

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

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

#### **1. Bid Preparation Instructions**

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

Section I: Technical Bid (**2 hard copies**)

Section II: Financial Bid ( 1 hard copy)

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

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

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

#### **Section I: Technical Bid**

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Contractor's Representative

The following information must be provided:

Name/Telephone \_\_\_\_\_

Plant Address/Postal Code: \_\_\_\_\_

E-Mail Address (for all appropriate personnel): \_\_\_\_\_

**Payments**

In their submission to the RFP, the bidders must indicate the company's mailing address where payment will be mailed should they be awarded a contract. This address must be included in the contract.

Invoice payments: Remit Payment to (complete address):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section II: Financial Bid**

Bidders must submit their financial bid in Annex B. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, if applicable.

**1.1 SACC Manual Clauses**

C3011T (2010-01-11), Exchange Rate Fluctuation

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

**1. Evaluation Procedures**

(a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

**1.1 Technical Evaluation**

**1.1.1 Mandatory Technical Criteria**

The Bidder must comply with all technical requirements and all terms and conditions specified in this bid solicitation.

**1.2 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

**2. Basis of Selection**

**2.1 Basis of Selection - Mandatory Technical Criteria**

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

## 2.2 SACC Manual Clauses

B3000T (2006-06-16), Equivalent Product

### PART 5 - CERTIFICATIONS

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

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

#### 1. Mandatory Certifications Required Precedent to Contract Award

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

1.1.1 By submitting a bid, the Bidder certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Bidders bidding as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form- PWGSC-TPSGC 229)

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(<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

**2. Additional Certifications Precedent to Contract Award**

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

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## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement associated with the requirement.

### 2. Requirement

The Contractor must provide the items in accordance with the Requirement described in Annex A and Annex B..

### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) issued by Public Works and Government Services Canada.

#### 3.1 General Conditions

2010A (2013-04-25) General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

### 4. Term of Contract

#### 4.1 Delivery Date

All firm deliverables should be completed by March 31, 2014.

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Alain Papineau  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Commercial and Consumer Products Directorate  
6B3, Phase III, Place du Portage  
11 Laurier Street  
Gatineau, Quebec K1A 0S5  
Telephone: (819) 956-0389  
Facsimile: (819) 956-7356  
E-mail address: [alain.papineau@pwgsc.gc.ca](mailto:alain.papineau@pwgsc.gc.ca)

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

## 5.2 Procurement Authority

The Procurement Authority for the Contract is:

Name: *(to be completed at contract award)*

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

Department: \_\_\_\_\_

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

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

Facsimile \_\_\_\_\_

## 5.3 Contractor's Representative

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

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

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

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

## 6. Payment

### 6.1 Basis of Payment - Firm Price or Firm Lot Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ *(to be inserted at contract award)*. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

### 6.2 Limitation of Price

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

### 6.3 Method of Payments

SACC Manual Clause H1000C (2008-05-12), Single Payment

### 6.4 SACC Manual Clauses

C2000C (2007-11-30) Taxes - Foreign-based Contractor *(if applicable)*

## 7. 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.

2. Invoices must be distributed as follows:

(a) One (1) copy must be forwarded to the following address :

2 GPRC

745, rue Grand-Bernier Nord (suite 300)

Saint-Jean-sur-Richelieu, Qc, J3B 8H7

Attn: (TBA)

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

(c) The original and one (1) copy must be forwarded to the consignee for certification and payment.

## 8. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario.

## 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 Articles of Agreement;
- (b) 2010A (2013-04-25), General Conditions - Goods (Medium Complexity);
- (c) Annex A, Statement of Requirement and Annex B, Pricing Basis
- (d) the Contractor's bid dated *(to be completed at award of contract)*

## 10. SACC Manual clause

A9006C	2008-05-12	Defence Contract
D9002C	2007-11-30	Incomplete Assemblies
D6010C	2007-11-30	Palletization
G1005C	2008- 05-12	Insurance
D5545C	2010-08-16	ISO 9001:2008 - Quality Management Systems - Requirements

## 11. Shipping Instructions - Delivery at Destination

1. The Contractor must ship the goods prepaid DDP / FOB- Delivered Duty Paid to Saint-Jean-sur-Richelieu, Qc. Unless otherwise directed, delivery must be made by the most economical means. The Contractor is responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and taxes.

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**For all Annexes please  
Refer to the attachment.**

**ANNEX A**  
**Statement of Requirement**

**ACQUISITION OF SPORTS EQUIPMENT  
FOR JUNIOR RANGERS**  
W3380-13-B004

**PURPOSE**

- A1. This document sets out the general and specific requirements for the acquisition of archery equipment (part 1) and canoes (part 2) for the Lower North Shore Junior Rangers for the Department of National Defence (DND) as indicated below.

**BACKGROUND**

- A2. The Junior Canadian Rangers (JCR) program offers young people in remote and isolated communities across Canada a unique opportunity to participate in a variety of fun and rewarding activities in a formal setting. Under the supervision of the Canadian Rangers, these young Canadians between ages 12 and 18 become active and engaged citizens of their local communities.

**SCOPE**

- A3. The aim of the Junior Canadian Rangers Program is to promote traditional cultures and lifestyles by offering a variety of structured activities to young people living in remote and isolated communities. Junior Canadian Rangers participate in a variety of activities, including those that focus on ranger skills, traditional skills and life skills.

A4. **DESCRIPTION OF BOW**

- 1.- The bow must break down into three (3) sections for transport (mandatory criterion).  
**The provider shall supply a description sheet for the proposed bow model.**
- 2.- Bow length: 62 to 64 in.
- 3.- Draw weight: 20 lb +/- 5%
- 4.- Specification: bows for left- and right-handed users

A5. **DESCRIPTION OF ARROW**

- 1.- Carbon arrow for beginner archers (young rangers)
- 2.- Fibreglass composition with target point tips

3- 28 inches to 30 inches in length

A6. **DESCRIPTION OF LEFT- AND RIGHT-HANDED FINGER TABS**

- 1.- With spacers
- 2.- Average size – medium for left-and right-handed user

A7. **DESCRIPTION OF ARM GUARD - SHORT**

- 1.- Short arm guard with two (2) adjustable elastic bands

A8. **DESCRIPTION OF OFFICIAL TARGETS**

- 1.- Approved official targets
- 2.- Diameter of 40 cm/16 in +/- 10%

A9. **DESCRIPTION OF STRINGS**

1. 16-strand strings for compound bow; length 58 in +/- 10%.

A10. **DESCRIPTION OF NETTING**

1. Protective netting; high-density propylene mesh with cable-lock eyelets and eyelets positioned along the length
- 2.

<b>MINIMUM</b>	<b>MAXIMUM (grandeur)</b>
10' x 30'	12' x 36'

A11. **DESCRIPTION OF TARGETS**

1. Speed bag targets, size: 24" x 24" x 10" +/- 10%

**DELIVERY:** Bows and equipment shall be packed and ready for delivery by our department to the Northern territories.

## **A12. DESCRIPTION OF CANOE**

### MANDATORY CHARACTERISTICS

- Hull material: Royalex plastic laminate
- Shape: shallow arc
- Colour: red

### MINIMUM AND MAXIMUM CHARACTERISTICS OF CANOES

#### **Canoe**

CHARACTERISTIC	MINIMUM	MAXIMUM
Length	4.83 m – 15 ft and 10 in.	4.88 m – 16 ft
Width	86.36 cm – 34 in.	91.44 cm – 36 in.
Depth	36.83 cm – 14 and a half in.	38.1 cm – 15 in.
Rocker	7 cm – 2.76 in.	9 cm – 3.54 in.
Weight	No minimum	32 kg – 70.55 lb
Carrying capacity	317.52 kg – 700 lb	No maximum

**Note: The Contractor shall provide the technical specifications (canoe plan or other documents) to demonstrate that the mandatory criteria have been met.**

## **A13. DESCRIPTION OF PADDLES**

Carlisle Economy paddles, 57 in +/- 10%. or equivalent

For durability reasons, we will use aluminum paddles because beginners have a tendency to hit bottom.

### MANDATORY CHARACTERISTICS

- Shaft material: aluminum
- Shaft type: straight
- Blade shape: symmetrical
- Blade material: polypropylene
- Non-slip T grip

## MINIMUM AND MAXIMUM CHARACTERISTICS OF PADDLES

### Paddles

CHARACTERISTICS		MINIMUM	MAXIMUM
Overall length		55 in.	57 in.
Blade dimensions	Length	49 cm	51 cm
	Width	18 cm	20 cm

**ANNEX B  
PRICING BASIS**

ITEM	DETAILS	QTY	UNIT COST	TOTAL COST
1	3-section bow (See description Annex "A")			
	Left-handed bow	7	\$ _____	\$ _____
	Right-handed bow	35	\$ _____	\$ _____
2	Arrows (Description Annex "A")	504	\$ _____	\$ _____
3	Finger tabs (Description Annex "A")			
	Right-handed finger tabs	63	\$ _____	\$ _____
	Left-handed finger tabs	7	\$ _____	\$ _____
4	Short arm guards (Description Annex "A")	70	\$ _____	\$ _____
5	Speed Bag Official targets (Description Annex "A")	42	\$ _____	\$ _____
6	Strings (Description Annex "A")	21	\$ _____	\$ _____
7	Protective netting (Description Annex "A")	7	\$ _____	\$ _____
8	Official targets / Pkg. of 100 (Description Annex "A")	7 pkgs	\$ _____	\$ _____
Subtotal				\$ _____
<b>TOTAL</b>				\$ _____

ITEM	DETAILS	QTY	UNIT COST	TOTAL COST
1	Canoes (Royalex)	17	\$ _____	\$ _____
2	Paddles	34	\$ _____	\$ _____
Sub total				\$ _____
<b>TOTAL</b>				\$ _____