


**REQUEST FOR PROPOSAL**  
Goods

NCC TENDER FILE #

**AL1482**

<p><b>ADDRESS INQUIRIES TO:</b> Allan Lapensée, Sr. Contract Officer Telephone: (613) 239-5678 ext 5051 <a href="mailto:allan.lapensee@ncc-ccn.ca">allan.lapensee@ncc-ccn.ca</a></p>	<p><b>BID CLOSING/CLÔTURE DE L'OFFRE:</b> December 18, 2013 at 3pm Ottawa time</p>
<p>Submit your vehicle proposal, specification, pamphlets, etc., signed page 3 of 3 of these instructions and a sealed price envelope to:  <b>National Capital Commission Procurement Services 40 Elgin Street 3rd floor Service Centre Ottawa, Ontario K1P 1C7 Reference tender file #AL1482</b></p>	

**SUPPLY & DELIVERY OF TWO WHITE COMPACT  
EXTENDED CAB 4WD AUTOMATIC PICK-UP TRUCKS**

1. Submit a vehicle proposal with the specification, pamphlets, brochures etc and one price envelope to supply & deliver a(many) vehicle(s) for the National Capital Commission (referred to as the "Commission" or the "NCC") according to the Specification document attached herewith. You may submit your vehicle proposal in English or French.
2. Questions and requests for clarification from proponents will be accepted until noon Ottawa time on December 11, 2013. Throughout the RFP bidding process, the NCC shall endeavour to provide responses to inquiries deemed relevant by the NCC and received in writing by the Contracting Authority by the issuance of addenda. Only information provided in addenda shall be considered to be an integral part of the RFP and any resulting contract. Your questions and requests for clarification must be submitted in writing and addressed to Allan Lapensée at fax: (613) 239-5007 or by email at [allan.lapensee@ncc-ccn.ca](mailto:allan.lapensee@ncc-ccn.ca)
3. The vehicle proposal is to include all information as defined in the Specification (i.e. checklist, vehicle brochure, options information, warranty information, etc.).
4. The financial offer must be in a sealed envelope and submitted separately from the vehicle proposal documents.
5. The selection of the successful bidder shall be made on the basis of technical merit and price. All mandatory vehicle requirements on the specification must be met. Then bidders that achieve 80% or more on the rated requirements will have the envelope containing the financial information portion of their submission opened. The price submitted will be weighed along with the technical evaluation score in order to make a final selection. Technical merit and price will account for 20% (technical) and 80% (price) of the overall value. Basis of award will be the proponent who offers the NCC the highest overall

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value. In the final evaluation of the bids received, the actual costs to the Commission including taxes shall be evaluated.

6. A debriefing of a Proponent's Technical Proposal will be provided, if requested to the NCC's Project Manager identified in the letter of notification of contract award, within 15 days of receipt of this notice. The debriefing will include an outline of the reasons the submission was not successful.
7. Page 3 of 3 of this RFP document is to be dated, signed, and returned. By doing so, the proponent acknowledges having read, understood and accepted the Request for Proposal which includes the Specification, the General Terms & Conditions for Goods, and any/all other attachments or addenda to the Request for Proposal documents.
8. The NCC is a Federal Crown Corporation subject to the Federal Goods and Services Tax (GST), the Ontario Harmonized Sales Tax (OHST), and the Quebec Sales Tax (QST). The successful firm will be required to indicate separately, with the request for payment, the amount of GST, OHST and QST, to the extent applicable, that the Commission will pay. These amounts will be paid to the successful Contractor who will be required to make the appropriate remittances to Revenue Canada and the respective provincial governments.
9. The attached General Terms & Conditions for Goods will also form part of the resulting contract.
10. In order to avoid any misunderstanding and be fair to all firms, please note that proposals received after the closing time and date will not be accepted.
11. The Commission reserves the right to not accept the lowest or any of the proposals submitted, to cancel the Request for Proposal, and/or to reissue the Request for Proposal in its original or revised form. The Commission also reserves the right to negotiate with the successful proponent and/or any/all proponents.
12. Facsimile transmittal of proposals will not be accepted.
13. Proposals will be held in the strictest confidence. There will not be a public opening of the proposals submitted for this Request for Proposal. Notwithstanding the foregoing, proponents are advised that as a Crown Corporation, the Commission is subject to the provisions of the *Access to Information Act*. Information submitted by third parties will only be exempted from disclosure if the records or part of them qualify for an exemption under the *Access to Information Act*.
14. The substantive requirements of the laws of the Province of Ontario shall apply to the Subject Matter, subject to any applicable federal laws.
15. The Commission shall not be obligated to reimburse or compensate any proponent, its sub-contractors or manufacturers for any costs incurred in connection with the preparation of a response to this Request for Proposal. All copies of proposals submitted in response to this Request for Proposal shall become the property of the Commission and will not be returned.

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NCC TENDER FILE #:

**AL1482**

16. This Request for Proposal and all supporting documentation have been prepared by the Commission and remain the sole property of the Commission, Ottawa, Canada. The information is provided to the proponent solely for its use in connection with the preparation of a response to this Request for Proposal and shall be considered to be the proprietary and confidential information of the Commission. These documents are not to be reproduced, copied, loaned or otherwise disclosed directly or indirectly, to any third party except those of its employees having a need to know for the preparation of the Contractor's response, and the Contractor further agrees not to use them for any purpose other than that for which they are specifically furnished.
17. The successful Contractor shall indemnify and save harmless the Commission from and against all claims, damages, costs and expenses sustained or incurred by the Commission resulting from any action or legal proceeding on infringement, made, sustained, brought, prosecuted, threatened to brought or prosecuted, by any person that was under the direction and control of the Contractor during the term of the resulting contract and which person is claiming or claims a moral right, as set out under the Copyright Act. The obligation to indemnify under this clause survives termination of the resulting contract and will remain in force for the duration of the copyright in the work created under the resulting contract. This obligation to indemnify relative to alleged moral rights infringement(s) is in addition to the Contractor's other obligations to indemnify and save harmless which are set out in the Commission's General Conditions.
18. ADDENDUM ACKNOWLEDGEMENT  
I/We acknowledge receipt of the following addenda \_\_\_\_\_  
(Bidder to enter number of addenda issued, if any) and have included for the requirement of it/them in my/our tendered price.

<b>We hereby OFFER to sell and/or supply to the National Capital Commission upon the terms and conditions set out herein, the goods and/or services listed above and on any attached sheets at the submitted price(s).</b>		
Supplier's Name & Address	Print Name	Date
	Signature	
Tel:  Fax:	Witness Signature	

**NATIONAL CAPITAL COMMISSION (NCC)**

**SUPPLY & DELIVERY OF TWO WHITE COMPACT  
EXTENDED CAB 4WD AUTOMATIC PICK-UP TRUCKS**

**INTRODUCTION: SCOPE OF REQUIREMENT**

The NCC Facilities Management wishes to purchase two 4 X 4 extended cab compact truck, for use of our Capital Lands and Parks Branch. The vehicles shall comply with the specifications attached here to.

**SECTION I: GENERAL SPECIFICATIONS**

General information pertaining to the vehicle which must be considered by the bidder to ensure delivery of a suitable vehicle.

**SECTION II: TECHNICAL SPECIFICATIONS**

Detailed technical specifications requirements of the vehicle are provided. For evaluation purposes, bidders must indicate on the attached checklist which components are being provided with their submission.

**SECTION III: EVALUATION CRITERIA**

A contract may be awarded in accordance with the evaluation process set forth in this document.

**SECTION IV: BREAKDOWN OF PRICING**

Please see the breakdown of the pricing schedule attached to and forming part of this document.

**SECTION I:            GENERAL SPECIFICATIONS**

- A -** These specifications describe in general the requirements for the desired vehicles. Only the significant details are described. It is the supplier's responsibility to provide the unit fully equipped for its intended use with compatible components to provide dependable efficient service.
  
- B -** The bids will be evaluated in accordance with the process set out in this Request for Proposal (RFP).
  
- C -** The vehicles must meet the provisions of the Canada Motor Vehicle Safety Act and the regulations made there under, which are in effect on the date of manufacture of each vehicle and/or unit.
  
- D -** A concise description of the manufacturer Warranty is to be provided. It must indicate duration of warranty as well as any exclusions and/or limitations.

**SECTION II:                      TECHNICAL SPECIFICATIONS**

**NCC CLASS:**                      4x4 PICK-UP-TRUCK                      **GMV SPEC. NO.:** \_\_\_\_\_

**QUANTITY REQUIRED:**    2                      **MODEL YEAR:**    2013

**TYPE:**                      MID-SIZE, 4WD, 4X4 AUTOMATIC EXTENDED CAB PICK-UP TRUCKS

4 WHEEL DRIVE

(MANDATORY EXTERIOR WHITE TRUCK AND AUTOMATIC)

<b>SUGGESTED:</b>	<b>MAKE</b>	<b>MODEL</b>
	<u>TOYOTA</u>	<u>TACOMA (4X4)</u>
	<u>NISSAN</u>	<u>FRONTIER (4x4)</u>
	_____	_____

OR ANY OTHER MAKE AND MODEL COMPLYING WITH THE FOLLOWING SPECIFICATIONS

NOTE: BIDDERS ARE REQUESTED TO INDICATE BELOW THAT THEIR SUBMISSION MEETS THE FOLLOWING REQUIREMENTS. PLEASE INDICATE IF SUBSTITUTIONS ARE BEING PROVIDED AND PROVIDE A CLEAR DESCRIPTION AND COST OF EACH SUBSTITUTION. PLEASE NOTE THAT COSTS OF SUBSTITUTIONS MUST BE REFLECTED IN YOUR VEHICLE COST. THIS INFORMATION AND ANY OTHER SUPPORTING INFORMATION WILL BE USED AS PART OF THE EVALUATION CRITERIA AND MUST BE COMPLETED IN FULL

**DESCRIPTION****MEETS REQUIREMENTS**

<b>BASIC REQUIREMENT:</b>	<b>YES</b>	<b>NO</b>	<b>SUBSTITUTION</b>
4X4 Automatic extended cab white pick-up truck			
<b>DIMENSIONS AND CAPACITIES:</b>			
GVWR: Maximum of 2585 kg (5700 lbs.)			
Nominal Payload: 625 kg (1,380 lbs.) <b>Maximum</b>			
Wheelbase: 3,250 mm (127 in) <b>Maximum (10 Points)</b>			
Truck total length: 5300mm (208.66in) <b>Maximum</b>			
Truck total Width: 1850mm (072.84in) <b>Maximum</b>			
<b>EXTERIOR / INTERIOR PAINTING:</b>			
Exterior color: <b>white truck (Mandatory)</b>			
Interior color: Available Interior Color			
All sheet metal panels and related components are to be factory painted			
<b>INTERIOR CAB AND ACCESSORIES:</b>			
Air conditioning, with tinted windows all around <b>(Mandatory)</b>			
Interior Head Room 1016mm (40in) <b>(10 Points) Maximum</b>			
Factory installed Power doors, power windows and power mirrors ( no after market)			
Power Overhead console or Dash Convenience Group			
AM/FM Radio including integrated Bluetooth hand free device <b>(Mandatory)</b>			
Tilt steering / gear shifter			
Bucket Seat with fabric electrically adjustable on driver seat with height adjustment, lumbar adjustment, three adjustments and tilt adjustment, passenger bucket seat as well. <b>(10 Points)</b>			
2 or 3 passengers on rear bench seat			
Headliner complete with insulation			
Inside hood release			
Gauges: volts, temp and oil pressure			
Factory rubber floor mats front and rear <b>(10 Points)</b>			
Wipers, intermittent			
Internal power point for accessories 12Volt			

**DESCRIPTION****MEETS REQUIREMENTS**

	<b>YES</b>	<b>NO</b>	<b>SUBSTITUTION</b>
<b>EXTERIOR BODY AND ACCESSORIES:</b>			
Extended Cab (10 Points)			
1828.8mm (72in) box length with internal fenders Minimum			
Full width hinged tailgate			
Skid Plate package (Mandatory)			
Rear cargo area light with manual switch (10 Point)			
Front and rear tow hooks			
<b>MUDFLAPS:</b>			
Installed on front and rear wheel well (10 Points)			
<b>MIRRORS:</b>			
Inside rearview mirror			
Two below eye level swing-away type side mirrors electric operated. Complete with integrated defroster (10 Points)			
<b>ENGINE:</b>			
V-4 Cylinder, gasoline powered (10 Points)			
V-6 Cylinder, gasoline powered			
Size: 4.0 Liters Maximum			
Power: 261 hp Maximum			
Fuel Capacity: 80 liters			
Standard block heater (Mandatory)			
<b>TRANSMISSION:</b>			
Automatic Transmission (Mandatory)			
4WD part time 2 speed transfer case with and automatic locking front hubs			
<b>DIFFERENTIAL :</b>			
Standard Ratio with provided motor/transmission			
<b>STEERING:</b>			
Power assisted steering			
<b>SUSPENSION:</b>			
Springs and shock absorbers to meet the requirements of GVWR warranty plate			
<b>BRAKES:</b>			
Power assist front disc, rear Disk or drums			



**DESCRIPTION****MEETS REQUIREMENTS**

	<b>YES</b>	<b>NO</b>	<b>SUBSTITUTION</b>
<b>TIRES AND WHEELS:</b>			
<b>MANDATORY TIRES TO BE INSTALLED;</b> All Terrain tires on all 5 wheels (LT245/75R16) or (LT265/70R16) Tires must have mountain and snowflake embossed <b>Must meet Quebec and Ontario Winter specs</b> <b>(10 Points)</b>			
Manufacturer's standard 5 steel wheels			
Manufacturer's standard 5 wheel covers if applicable			
Full size spare wheel, tire and carrier. <b>Spare tire shall be the same size and brand as the other 4 tires on the vehicle</b>			
Vehicle should have 201mm (7.91in) ground clearance <b>Minimum</b>			
Load rating to meet the GVWR plate			
<b>SAFETY COMPLIANCE:</b>			
Vehicle must meet the provisions of the Canada Motor Vehicle Safety Act and the Regulations made there under, which are in effect on date of manufacture			
<b>MANUALS/TRAINING:</b>			
owner/operator 2013 to be supplied <b>(French and English)</b>			
<b>LICENSING:</b>			
Dealer to arrange and pay for 2 <u>Ontario License plate</u> fees until November 30 <sup>th</sup> of next year. Please state the amount of licensing fees on the Breakdown of Pricing Sheet attached.			
<b>ADDITIONAL FEATURES:</b>			
Convex mirrors to be added to both exterior mirrors.			
Transfer case shield <b>(Mandatory)</b>			
Locking gas cap or filler door <b>(Mandatory)</b>			
Fuel tank shield <b>(Mandatory)</b>			
Rear window protection guard Back Rack <b>(Mandatory)</b>			
Keyless Entry <b>(2 complete sets Mandatory)</b>			
Heavy duty rear trailer hitch Stage III well below bumper, capacity rated at (3, 500 lbs.) minimum. Include, Flat 4 prong electrical hook up for <b>1</b> truck <b>(Mandatory)</b>			
Heavy duty bed liner (removable and covering side rails and tailgate) <b>(Mandatory)</b>			



**SECTION IV: BREAKDOWN OF PRICING**

**F.O.B. DESTINATION: 1740 WOODROFFE AVE, OTTAWA, ON**

Base vehicles costs for the 2 trucks	\$
Dealer prep cost for 2 trucks	\$
Guzzler tax (if applicable) for 2 trucks	\$
Tire tax (if applicable) for 2 trucks	\$
Optional features cost (if applicable) for 2 trucks	\$
Heavy duty rear trailer hitch Stage III well below bumper, capacity rated at (3, 500 lbs.) minimum. Include, Flat 4 prong electrical hook up <b><u>for 1 truck only</u></b>	\$
License Plate fees for the 2 vehicles	\$
<b>Sub-total for 2 vehicles</b>	\$
<b>13% OHST</b>	\$
<b>Total cost (All inclusive including license fees)</b>	\$

**In Canadian dollars.**

**BIDDER:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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## GENERAL TERMS & CONDITIONS GOODS

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1. This order, including these general terms and conditions, forms the entire contract between the Commission and the contractor and no variation thereof, irrespective of the wording or terms of the contractor's acceptance, will be effective unless specifically agreed to in writing by the Commission. No local, general or trade customs shall be deemed to vary the terms thereof. Where the context requires, the word "goods" is to be read as including services.
2. Goods will be received by the Commission subject to final inspection and acceptance by the consignee, specified in this order and if not so specified, by any person authorized by the Commission. Goods found to be defective or not in compliance with the specifications may be returned to the contractor at the contractor's expense.
3. In supplement of and not by way of substitution for the terms of the specifications or any warranty stipulated or implied by law and notwithstanding prior acceptance by the Commission the contractor shall at any time within its standard warranty period, at its own expense replace any goods which are or become defective as a result of faulty or inefficient manufacture, materials or workmanship. The contractor shall state its standard warranty period and related terms and conditions at the time of delivery.
4. The contractor warrants that it has the right to use and sell any patented devices or parts used in the goods purchases and agrees to indemnify the Commission against any claims for royalties, license fees and other claims or demands by reason of the use or sale thereof, whether or not any such devices or parts are specified by the Commission or used by the contractor in the goods purchases without such specifications.
5. The goods shall be at the risk of the contractor who shall bear all loss or damage, from whatsoever cause arising which may occur to the goods, or any part thereof, until delivered to the Commission. The Commission reserves the right to change the place of delivery at any time prior to the actual shipment provided that the contractor shall be entitled to be reimbursed for any actual increased costs, or shall reduce the prices to the extent of any decrease cost arising out of such change.
6. Goods must be new and unused unless specified otherwise herein and delivered strictly in accordance with the quantities, specifications, terms and conditions of this order. Time shall be of the essence of this order.
7. The charges are F.O.B. destination and include all charges for packing, loading, unloading and transportation unless otherwise specified herein. Should the contractor prepay transportation charges which are payable by the Commission under the terms of this contract these charges are to be shown as a separate item on the invoice.
8. If carload shipment, shipping notices must be sent immediately to the Commission showing car number, initial and routing. Car service will be deducted from all cars that reach the Commission without shipping notice.
9.
  - i) The Chairman may, by giving notice to the Contractor, terminate or suspend the goods/services to be supplied with respect to all or any part or parts not completed/received.

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**GENERAL TERMS & CONDITIONS**  
**GOODS**

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- ii) All goods/services completed/received by the Contractor to the satisfaction of the commission before the giving of such notice shall be paid for by the Commission in accordance with the provisions of the contract and, for all goods/services not completed/received before the giving of such notice, the Commission shall pay the Contractor's costs as determined under the provisions of the contract and, in addition, an amount representing a fair and reasonable fee in respect of such goods/services.
  - iii) The Commission reserves the right to cancel or purchase elsewhere, any portion of this order that is not delivered by the date required by this order.
10. Unless otherwise specified in this order, payment will only be made in Canadian funds within 30 days following presentation of invoices or progress claims forms or within 30 days of delivery of the goods, whichever is later. Discounts will be calculated from the date when both the goods and acceptable invoices or progress claims forms are received by the Commission.
  11. The total dollar amount shown on this order is final and unless otherwise specified herein includes all applicable Taxes (GST and PST) and duties.
  12. No member of the House of Commons of Canada shall be admitted to any share or part of this contract or any benefits to arise therefrom.
  13. This agreement shall ensure to the benefit of, and shall be binding upon the successors and assigns of the Commission and the contractor respectively, provided that the contractor shall not assign this agreement or any part of the development without prior written consent of the Commission, and any assignment made without such consent shall be of no effect.
  14. All specifications, drawings, samples, patterns and dies furnished to the contractor by the Commission for use in respect of the order shall be deemed to be owned by the Commission and shall be returned to the Commission at the expense of the contractor when required.
  15. WHMIS Regulations apply to Controlled Products.

**SUPPLIER – DIRECT PAYMENT AND TAX INFORMATION FORM**  
**FOURNISSEUR – FORMULAIRE DE PAIEMENT DIRECT ET RENSEIGNEMENTS POUR FINS D'IMPÔT**

**PART 'A' – IDENTIFICATION / PARTIE 'A' - IDENTIFICATION**

Legal name of entity or individual / Nom légal de l'entité ou du particulier	Operating name of entity or individual (if different from Legal Name) / Nom commercial de l'entité ou du particulier (s'il diffère du nom légal)		
Former Public Servant in receipt of a PSSA Pension / Ancien fonctionnaire qui reçoit une pension en vertu de la LPFP			
			<input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non
An entity, incorporated or sole proprietorship, which was created by a Former Public Servant in receipt of a PSSA pension or a partnership made of former public servants in receipt of PSSA pension or where the affected individual has a controlling or major interest in the entity. / Une entité, constituée en société ou à propriétaire unique, créée par un ancien fonctionnaire touchant une pension en vertu de la LPFP, ou un partenariat formé d'anciens fonctionnaires touchant une pension en vertu de la LPFP, ou les entités dans lesquelles ils détiennent le contrôle ou un intérêt majoritaire.			
			<input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non
Address / Adresse	Telephone no. / No. de ☐elephone :	Fax no. / No. De télécopieur :	
Postal code / Code postal	(   )	(   )	

**PART 'B' – STATUS OF SUPPLIER / PARTIE 'B' – STATUT DU FOURNISSEUR**

(1) Sole proprietor / Propriétaire unique <input type="checkbox"/>	If sole proprietor, provide / Si propriétaire unique, indiquez :	Last Name / Nom de famille	First name / Prénom	Initial / Initiale
(2) Partnership / Société de personnes <input type="checkbox"/>	SIN – mandatory for (1) & (2) / NAS – obligatoire pour (1) & (2)	Corporation / Société <input type="checkbox"/>	Business No. (BN) / No de l'entreprise (NE)	
GST/HST / TPS et de TVH		QST / TVQ (Québec)		
Number / Numéro : _____		Number / Numéro : _____		
Not registered / non inscrit <input type="checkbox"/>		Not registered / non inscrit <input type="checkbox"/>		
Type of contract / Genre de contrat				
Contract for services only / Contrat de services seulement <input type="checkbox"/>	Contract for mixed goods & services / Contrat de biens et services <input type="checkbox"/>	Contract for goods only / Contrat de biens seulement <input type="checkbox"/>		
Type of goods and/or services offered / Genre de biens et/ou services rendus :				

**PART 'C' – FINANCIAL INSTITUTION / PARTIE 'C' – RENSEIGNEMENTS SUR L'INSTITUTION FINANCIÈRE**

**Please send a void cheque with this form / Veuillez, s.v.p., envoyer un spécimen de chèque avec ce formulaire**

Branch number / No de la succursale	Institution no. / No de l'institution :	Account no. / No de compte :
Institution name / Nom de l'institution :	Address / Adresse :	
Postal Code / Code postal :		

**PART 'D' – PAYMENT NOTIFICATION / PARTIE 'D' – AVIS DE PAIEMENT**

E-mail address / Adresse courriel :
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**PART 'E' – CERTIFICATION / PARTIE 'E' – CERTIFICATION**

I certify that I have examined the information provided above and it is correct and complete, and fully discloses the identification of this supplier.	Je déclare avoir examiné les renseignements susmentionnés et j'atteste qu'ils sont exacts et constituent une description complète, claire et véridique de l'identité de ce fournisseur.		
Where the supplier identified on this form completes part C, he hereby requests and authorizes the National Capital Commission to directly deposit into the bank account identified in part C, all amounts payable to the supplier.	Lorsque le fournisseur indiqué sur ce formulaire remplit la partie C, par la présente il demande et autorise la Commission de la capitale nationale à déposer directement dans le compte bancaire indiqué à la partie C, tous les montants qui lui sont dus.		
_____	_____	_____	_____
Name of authorized person / Nom de la personne autorisée	Title / Titre	Signature	Date
Telephone number of contact person / Numéro de téléphone de la personne ressource : (   )			

**IMPORTANT**

<b>Please fill in and return to the National Capital Commission with one of your business cheque unsigned and marked « VOID » (for verification purposes).</b>	<b>Veillez remplir ce formulaire et le retourner à la Commission de la capitale nationale avec un spécimen de chèque de votre entreprise non signé et portant la mention « ANNULÉ » (à des fins de vérification).</b>
Mail or fax to : Procurement Assistant, Procurement Services National Capital Commission 202-40 Elgin Street Ottawa, ON K1P 1C7 Fax : (613) 239-5007	Poster ou télécopier à : Assistant à l'approvisionnement Services de l'approvisionnement Commission de la capitale nationale 40, rue Elgin, pièce 202 Ottawa (Ontario) K1P 1C7 Télécopieur : (613) 239-5007

**SUPPLIER – DIRECT PAYMENT AND TAX  
INFORMATION FORM**

**FOURNISSEUR – FORMULAIRE DE PAIEMENT DIRECT  
ET RENSEIGNEMENTS AUX FINS D'IMPÔT**

**Supplier Tax Information**

Pursuant to paragraph 221(1) (d) of the Income Tax Act, NCC must declare form T-1204, contractual payments of government for services, all payments made to suppliers during the calendar year in accordance to related service contracts (including contracts for mixed goods and services).

The paragraph 237(1) of the Income Tax Act and the article 235 of the Income Tax Regulations require the supplier to provide all necessary information below to the organization who prepares the fiscal information forms.

Questions : Marcel Sanscartier, Manager, Accounts Payable and Receivable – (613) 239-5241.

**Direct payment information**

All amounts payable by NCC to the supplier will be deposited directly into the account you identified in part C. A NCC payment advice notice will also be sent to you by e-mail detailing the particularities of the payment.

Until we process your completed form, we will still pay you by check.

You must notify the NCC of any changes to your financial institution, branch or account number. You will then have to complete a new form.

The account you identified has to hold Canadian funds at a financial institution in Canada.

**The advantages of direct payment**

Direct payment is a convenient, dependable and timesaving way to receive your invoice payment. Direct payment is completely confidential.

There is less risk of direct payment being lost, stolen, or damaged as may happen with cheques.

Funds made by direct payment will be available in your bank account on the same day that we would have mailed your cheque.

**Renseignements sur les fournisseurs aux fins d'impôt**

En vertu de l'alinéa 221(1) (d) de la Loi de l'impôt sur le revenu, la CCN est tenu de déclarer, à l'aide du formulaire T-1204, Paiements contractuels de services du gouvernement, tous paiements versés aux fournisseurs pendant une année civile en vertu de marchés de services pertinents (y compris les marchés composés à la fois de biens et de services).

Le paragraphe 237 (1) de la Loi de l'impôt sur le revenu et l'article 235 du Règlement de l'impôt sur le revenu obligent les fournisseurs à fournir toutes les informations demandées ci-dessous à l'organisme qui prépare les formulaires de renseignements fiscaux.

Questions : Marcel Sanscartier, Gestionnaire, comptes fournisseurs et comptes clients – (613) 239-5241.

**Renseignements sur le paiement direct**

Tous les montants versés par la CCN au fournisseur seront déposés directement dans le compte identifié à la partie C. Un avis de paiement de la CCN détaillant les particularités du paiement vous sera envoyé par courriel.

Nous continuerons à vous payer par chèque jusqu'à ce que nous ayons traité votre formulaire.

Vous devez aviser la CCN de tout changement d'institution financière, de succursale ou de numéro de compte. Vous devrez donc remplir un nouveau formulaire.

Le compte que vous désignez doit être un compte en monnaie canadienne, détenu dans une institution financière au Canada.

**Avantages du paiement direct**

Le paiement direct est une méthode pratique, fiable, qui permet de gagner du temps dans la réception de vos paiements de factures. Le paiement direct est entièrement confidentiel.

Avec les paiements direct, il y a moins de risques de perte, de vol ou de dommage, comme cela peut se produire dans le cas des chèques.

Les paiements effectués par paiement direct sont versés dans votre compte le jour même où nous aurions posté votre chèque.