

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 1T3  
Bid Fax: (902) 496-5016

**Request For a Standing Offer**  
**Demande d'offre à commandes**

National Master Standing Offer (NMSO)  
Offre à commandes principale et nationale (OCPN)

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**

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

**Issuing Office - Bureau de distribution**  
Acquisitions  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 3C9

<b>Title - Sujet</b> RISO - WIPER CLOTHS	
<b>Solicitation No. - N° de l'invitation</b> W010Z-14B001/A	<b>Date</b> 2013-11-27
<b>Client Reference No. - N° de référence du client</b> W010Z-14-B001	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$HAL-309-9142
<b>File No. - N° de dossier</b> HAL-3-71174 (309)	<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 2013-12-13</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Standard Time AST	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> MacNeil, Blaine A.	<b>Buyer Id - Id de l'acheteur</b> hal309
<b>Telephone No. - N° de téléphone</b> (902)496-5180 ( )	<b>FAX No. - N° de FAX</b> (902)496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE AS PER INDIVIDUAL CALL UP 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**

<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>

**"THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT"**

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

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

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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 Basis of Payment and any other annexes.

## 2. Summary

The Department of National Defence has a requirement for the supply of wiper cloths on an as and when needed basis for Maritime Forces Atlantic customers within the Halifax Regional Municipality.

## 3. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

## 4. Debriefings

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

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 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 bid solicitation.

### 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 five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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 Nova Scotia.

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 provide their bid in separately bound sections as follows:

Section I: Technical Bid (Not Applicable)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (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.

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

Not Applicable

**Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment.

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.

**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**

Not Applicable.

**1.2 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

**2. Basis of Selection**

A bid must comply with the requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

**PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

## 1. Mandatory Certifications Required Precedent to Contract Award

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

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid 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 - Bid Certification

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

## PART 6 - SECURITY AND INSURANCE REQUIREMENTS

### 1. Security Requirement

At the Request for Standing Offers closing date, the following conditions must be met:

- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
- (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicate in Part 7A - Standing Offer;
- (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

## PART 7 - STANDING OFFER & RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex A.

#### 2. Security Requirement

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2.1 The following security requirement (SRCL and related clauses) applies and form part of the Standing Offer.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.

Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel MAY NOT ENTER sites without an escort.

3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

4. The Contractor/Offeror must comply with the provisions of the:

- (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
- (b) Industrial Security Manual (Latest Edition).

### **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  
(<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 - Goods (Medium Complexity), apply to and form part of the Contract.

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

The period for making call-ups against the Standing Offer is from the date of Standing Offer issuance for three (3) years inclusive.

#### **5. Authorities**

##### **5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Blaine MacNeil  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1713 Bedford Row, Halifax, Nova Scotia, B3J 3C9

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Buyer ID - Id de l'acheteur

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Telephone: 902-496-5180  
Facsimile: 902-496-5016  
E-mail address: blaine.macneil@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 Project Authority (named upon award of contract)**

The Project Authority for the Contract is:

Name:  
Title:  
Organization:  
Address:

Telephone

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

## **5.3 Contractor's Representative**

Name:  
Organization:  
Telephone:  
Facsimile:  
E-mail Address:

## **6. Identified Users**

A list of persons authorized to place service calls will be supplied to the contractor upon the issuance of a Standing Offer.

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

The identified user will issue a call-up against a standing offer each time goods/services are required.

## **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 electronic document.

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## 9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$5,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

## 10. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the total estimated Standing Offer value 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 two (2) 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 Articles of Agreement;
- (b) the general conditions 2005 (2012-11-19);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, the SRCL;
- (f) the Contractor's bid dated \_\_\_\_\_ and any applicable amendments

## 12. Certifications

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 Nova Scotia.

## 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 Requirement

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 (Low Dollar Value) apply to and form part of the Contract.

## 3. Delivery Date

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

## 4. Payment

### 4.1 Basis of Payment - SEE ANNEX B

### 4.2 Payment by Credit Card

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

## 5. Invoicing Instructions H5001C (2008-12-12)

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. SACC Manual Clauses

A9062C	Canadian Forces Site Regulations	2010-01-11
B7500C	Excess Goods	2006-06-16
C6000C	Limitation of Price	2007-05-25
G1005C	Insurance	2008-05-12

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## ANNEX A

### STATEMENT OF REQUIREMENT - MANDATORY

#### **Requirement:**

An initial issue of approximately 9000 wiper cloths shall be supplied by the successful bidder, if required, and will form the basis of subsequent exchanges. Expected subsequent frequency of service shall be once every two weeks with an estimated bi-weekly exchange of 1600 cloths, provided in accordance with the pricing quoted.

#### **Exchange, Loss, or Damage:**

1. Wiper cloths shall be exchanged on a one-for-one basis only upon receipt of a PWGSC 942, Call-up against a Standing Offer form or other applicable call-up document.
2. Worn wiper cloths shall be exchanged at no charge to Canada
3. Lost or damaged wiper cloths shall be replaced in accordance with pricing set out in Annex B, Basis of Payment.

#### **Delivery Location:**

Deliveries must be made to Maritime Forces Atlantic customers in the Halifax Regional Municipality. A detailed delivery address shall be given as individual call-ups against the Standing Offer are placed.

#### **Delivery:**

1. Routine Requirements

All required goods or services shall be delivered or rendered within five (5) working days upon receipt of a request for delivery on form PWGSC 942, Call-up against a Standing Offer. Requests may also be made by other means such as telephone or facsimile transceiver, but must be confirmed in writing on a PWGSC form or applicable call-up document.

2. Urgent Requirements

All required goods or services shall be delivered or rendered within two (2) working days upon receipt of a request for delivery on form PWGSC 942, Call-up against a Standing Offer. Requests may also be made by other means such as telephone or facsimile transceiver, but must be confirmed in writing on a PWGSC form or applicable call-up document.

#### **Technical Description:**

1. General:

a. This technical description sets forth the essential requirements for wiper cloths, as supplied on a rental exchange basis.

b. All wiper cloths supplied shall comply with the detailed requirements set forth in the technical description.

c. Testing of cloths shall be done in accordance with international standard ISO 675, Textiles -- Woven fabrics -- Determination of dimensional change on commercial laundering near the boiling point, available from <http://www.pwgsc.gc.ca/cgsb>, and be performed on the cloths after two (2) launderings done in accordance with Method 24.A.

2. Detailed Requirements:

a. Material: The material shall be constructed of two (2) ply carded cotton yard, both wrap and weft.

b. Weave: Plain.

c. Weight: Method 5A, not less than 6.0 oz./sq.yd. nor more than 8.0 oz./sq.yd.

d. Yarns per inch: Method 6. Wrap, not less than 24; weft, not less than 22.

e. Colour: Orange preferred but not mandatory, colour-fast coloured threads can be woven in for identification.

f. Tensile Strength: Method 2. Pendulum, wrap, not less than 44 lbs; weft, not less than 40 lbs.

g. Sizing and finishing materials which would decrease the absorbency of the material is not permitted.

h. Absorbency: The material shall have an absorbency of 5 seconds maximum when tested as outlined in Section 3 of Appendix 2 to Annex A.

3. Absorbency testing will be conducted as follows: At least six (6) specimens from each sample shall be selected for testing. Specimens shall be of sufficient size to provide a continuous portion of fabrics not less than six (6) inches by six (6) inches. The continuous portion of the specimen is clamped in a six (6) inch diameter embroidery loop, which is then plated, on a flat surface. A burette containing distilled water is set up vertically above the specimen, the top of the burette being four (4) plus or minus 0.25 inches above the surface of the specimen. One (1) drop of water is allowed to fall on the specimen and the time taken for the drop to be completely absorbed by the fabric determined by means of a stopwatch. Six (6) determinations are carried out on each specimen and the average absorbency in seconds determined for each specimen.

4. Finishing Requirements:

a. The finished cloths shall be free of imperfections or blemishes such as may affect their serviceability.

b. The minimum dimensions of the wiper cloths after two (2) commercial launderings shall be not less than 17 inches by 15 inches and no further shrinkage on subsequent launderings. All ray edges shall be surged (overcast) to prevent raveling.

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ha1309

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## REQUIRED VENDOR INFORMATION

1. Vendor to provide, in writing to N41Vendors@forces.gc.ca, throughout the period of the Standing Offer:

Order Desk Information:

a) Employee Name:

b) Phone Number:

c) Fax Number:

2. Vendor to provide, in writing to N41Vendors@forces.gc.ca, throughout the period of the Standing Offer: the names and phone numbers of two people to contact for after hours orders in the event of an emergency:

Emergency Contact Information:

a) Employee Name:

b) Phone Number:

c) Cell Phone Number:

## ANNEX B BASIS OF PAYMENT

1. The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer.
2. The pricing schedule must be completed in full.
3. Prices shall be quoted FOB to the destination including all delivery and shipping charges, exclusive of taxes, to the destination specified on form PWGSC 942, call-up against a standing offer.
4. A bid must comply with the requirements of the bid solicitation and meet all mandatory criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for Issuance of Standing Offer.

### PRICING SCHEDULE

<b>Pricing – Year 1</b>	
1. Rental and Service per cloth	\$_____ per cloth
2. Cost per lost cloth:	\$_____ per cloth
<b>Pricing – Year 2</b>	
1. Rental and service cost per cloth	\$_____ per cloth
2. Cost per lost cloth:	\$_____ per cloth
<b>Pricing – Year 3</b>	
1. Rental and service cost per cloth:	\$_____ per cloth
2. Cost per lost cloth:	\$_____ per cloth
<b>Minimum Billing Charge - Duration of Standing Offer</b>	
There will be <u>NO</u> minimum billing charge for cloth exchanges for the duration of the Standing Offer.	

### ESTIMATED ANNUAL USAGE

**The following is an estimate only of anticipated call-ups per year based on historical usages. The activity levels at Maritime Forces Atlantic will ultimately determine requirements. These estimated quantities will be used for evaluation purposes. Issuance of Standing Offer will be based on Rental and Service per cloths for all years combined + the startup cost of 9000 cloths at the Year 1 price (that may or may not be required).**

Rental and Service per cloth, years 1 - 3	100,000 per year
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